



## SECRETARY ROLE DESCRIPTION

LSA is a membership charity dedicated to supporting artists in the local area. Our aim is to foster and increase public interest, awareness and appreciation of the visual arts.

The charity is run by volunteers, including a board of trustees who meet monthly to set direction and ensure that the day to day operations run smoothly and comply with the requirements of the charities commission.

### Secretary

This is an important volunteer role that provides support to the trustees in ensuring all board meetings are properly recorded and that all record keeping and Charities Commission requirements are kept up to date. The postholder would work closely with the board of trustees of the charity, and with other key volunteers undertaking roles that are also critical to the success of the charity.

### Role description

1. To organise and attend monthly Trustees meetings
2. To take notes and produce minutes that record the main decisions taken and actions agreed and ensure these are circulated within 10 days of the meeting
3. In conjunction with the Chair, to prepare an agenda for each trustee meeting and circulate it with any supporting papers at least 3 days in advance of the meeting.
4. Ensuring all documentation relating to trustees and meetings of the board is filed on the Google drive for safe keeping
5. In conjunction with trustees, planning and providing notification to members of the AGM (or any other meeting of all members), and taking notes and producing minutes of the AGM
6. Ensuring the annual return to the Charities Commission is prepared and uploaded within the required timescales
7. Ensuring trustee records are kept updated on the Charities Commission website

8. Working with the board to maintain a welcome pack for new trustees and ensuring any new trustees receive that along with an appropriate induction to the work of the charity
9. Attending other meetings to take notes from time to time, eg meetings of volunteers

### Key skills/attributes

- Enthusiasm for the work of the LSA and for visual arts
- Attention to detail and accurate record keeping
- Excellent organisational skills
- Skilled in team work
- Able to maintain confidentiality where appropriate
- Reliable and dependable