

Somersetshire Coal Canal Society

Role Description – Secretary

The role of the Secretary is to support the chair by ensuring that the committee functions smoothly. The duties of the Secretary include the following:

- Preparing agendas in consultation with the chair, and circulating them and any supporting papers in good time
- Receiving agenda items from other committee members
- Checking that a quorum is present at meetings
- Taking minutes and circulating draft minutes to all committee members
- Ensuring that the minutes are agreed as correct by attending committee members
- Checking that committee members have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Acting as a contact point for interested parties on behalf of the committee