

NEWENT RECREATION GROUND TRUST

(Registered Charity No. 301585)

c/o Newent Town Council
Rear annexe, Newent Community Centre, Ross Road, Newent, GL18 1BD
Tel: 01531 820638, Email: townclerk@newenttowncouncil.gov.uk

The Secretary's role at meetings

Newent Recreation Ground Trust has a Secretary, who also has a dual role as Clerk to Newent Town Council and Responsible Financial Officer.

Below are some of the tasks associated with Committee Meetings that need to be carried out which would generally be the responsibility of the Secretary.

- Agree and draw up the Agenda prior to the meeting. Send it out in good time. Send any necessary papers out with the agenda which give background information necessary for discussion at the meeting.
- The Secretary is vital in ensuring good communication with the other committee members. Make sure that everyone has plenty of notice of meetings. Remind members between meetings of tasks they agreed to carry out.
- It is usually the Secretary's role to make the practical arrangements for the meetings, such as booking the room, and making sure that everyone can take part. Sometimes people might have additional requirements such as having the papers written in large print.
- Correspondence – letters or documents that have been sent to the group since the last meeting that need to be discussed. If the correspondence is sent to the Secretary, 'Correspondence' can sometimes be a standard agenda item.
- Ensure all documentation, which might be needed, is to hand at meetings. This can include copies of past Minutes, contact lists etc.
- Minutes or notes of the meeting need to be taken and decisions recorded. If there are tasks which are assigned to different committee members record these on the Minutes and include any time-scales for the tasks to be completed.