



## **Role of NE Touch Secretary:**

The role of the NE Touch Secretary is to support the NE Touch President in ensuring the smooth functioning of the NE Touch Management Committee.

In summary, the NE Touch Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted
2. Maintaining effective records and administration
3. Upholding the legal requirements of governing documents, charity law, company law etc (where relevant).
4. Communication and correspondence

It is important to note that although the NE Touch Secretary ensures that these responsibilities are met, much of the work may be delegated to existing committee members.

Given these responsibilities, the NE Touch Secretary often acts as an information and reference point for the committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation.

The NE Touch Secretary's role can become time-consuming and there is scope for delegation of some of the responsibilities of the NE Touch Secretary such as appointing a NE Touch Committee Secretary.

## **Main responsibilities of the NE Touch Secretary**

The responsibilities of the Secretary of a Management Committee are outlined below:

### **1. Ensuring meetings are effectively organised and minuted**

- Liaising with the committee to plan meetings
- Receiving agenda items from committee members
- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.



## **Role of NE Touch Secretary:**

### **2. Maintaining effective records and administration**

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities
- Keeping a diary of future activities

### **3. Upholding legal requirements**

- Acting as custodian of the organisation's governing documents
- Checking quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Ensuring organisation's activities are in line with its objects

### **4. Communication and correspondence**

- Ultimately responsible for responding to all committee correspondence
- Filing all committee correspondence received and copies of replies sent
- Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and
- Preparing a report of the organisation's activities for the year, for the Annual General Meeting.

## **General notes:**

A Committee is made up of individual members but must make decisions as a collective group. This means that each Committee member must be able to commit to:

- Upholding the values and objectives of the Association
- Giving adequate time and energy to the duties of being a committee member
- Acting with integrity and avoiding or declaring personal conflicts of interest.

In order to ensure that decisions are taken in the best interests of the organisation and that their role is carried out effectively, individual members should act in line with the Nolan Principles, demonstrating **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**