

**Role Description for the Secretary of  
The Friends of the Connection at St Martin-in-the-Fields**

**Main duties:**

* To set an annual calendar for meetings of the Executive Committee.
* To arrange and prepare meetings of the Executive Committee, including where necessary booking rooms or other facilities such as video-conferencing.
* To maintain an agenda plan for future meetings and to prepare the agenda for each meeting, in consultation with the Chair and other members of the Committee as necessary;
* To circulate the agenda and all papers for Committee meetings in good time to enable members of the Committee and others invited to prepare properly.
* To take full and appropriate minutes of all Committee meetings, to agree these with the Chair and to circulate them to other Committee members once agreed. To amend them in the light of any agreed comments after discussion at Committee meetings.
* To ensure that agreed minutes are signed by the Chair and filed for record and consultation.
* To keep appropriate records of all Secretarial matters.
* To organise the Annual General Meeting, ensuring that notice is given and papers made available to members as required by the Constitution.
* To maintain accurate records of the trustees on the Friends’ entry on the Charity Commission website.
* To maintain a sufficient knowledge of the Charity Commission’s regulatory requirements as they relate to the Friends and to advise the Chair and the Committee as necessary.
* To write the Annual Return required by the Charity Commission and to file the Annual Trustees’ Report and Accounts of the Friends on the Friends’ entry on the Charity Commission website.
* To take other action as required by the Charity Commission.

**Other duties:**

* To be responsible for the Friends’ data protection arrangements, including producing and updating policies and other documents, and generally advising the Chair and the Committee on these matters.[[1]](#footnote-1)

1. It is desirable that the Secretary will take responsibility for data protection matters but this is subject to knowledge and experience and is therefore not essential. [↑](#footnote-ref-1)