

Role Description for Secretary

Purpose of the Secretary

The Secretary is elected by the Board of Trustees to draft the agenda, minutes and resulting Action Plan of each meeting of the Board. The Secretary will work closely with the Chair and Vice Chair. If the Secretary is unable to attend a meeting or undertake a task within the remit below, the Chair will facilitate another Trustee to deputise in their stead.

Key tasks:

1. Taking the Minutes of all SWBT meetings, (currently 8 per year, 2 Business Meetings and 6 Grants Meetings), including the incorporation of any relevant information sent by Trustees by email prior to the meeting .Sending the draft Minutes to the Chair of the meeting for their comments/ amendments/ alterations and then making any resulting alterations.
2. Drafting an Agenda, based on the appropriate Agenda template, using the Action Plan, which is sent to the Chair of the meeting for their comments/amendments/alterations and then making any resulting alterations.
3. Circulate the agreed agenda, draft minutes and an action plan to the trustees for the next meeting.
4. Send papers to the DAP for loading on the Trust's Microsoft Teams System
5. Where appropriate, the Minutes, Action Plan and/or Agenda can also be circulated to anybody else invited to attend a meeting at the request of the Chair.

Social Workers' Benevolent Trust

September 2021

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The Social Workers' Benevolent Trust was established in 1971 on the initiative of the British Association of Social Workers

And is registered with the Charity Commission.

Charity No: 262889