

Role

Secretary (often combined with Membership Secretary and/or Internal Communications Officer)

Description

To ensure that agendas, minutes and other documents as required by the party officers are sent out on time to members.

The local party will need a conscientious person to take and write up accurate minutes of meetings and make them available for members. They are responsible for drawing up the draft agenda and liaising with the Chair/Coordinator. They also ensure that members are given due notice of meetings, and they communicate and work closely with the other officers.

The Secretary is often also the Local Party Contact, and may be the Public Enquiry Recipient, both key external-facing roles.

To contribute to the formation of the local party strategic plan, and to carry out the role in accordance with the objectives and timeframe captured and agreed by the local party within the strategic plan.

Skills and capabilities

Like Treasurer, this is an important role to fill due to the level of work involved in taking and making minutes of meetings. It requires a well-organised person with good writing and interpretation skills, to assist the Chair/Coordinator in the smooth running of meetings, able to identify key issues, then make accurate and clear written records. They need to be someone who attends meetings regularly, is reliable in getting messages out on time, and is able to be concise and clear in putting down the actions that are required.