



## **The role of a Secretary**

The Secretary is responsible for keeping people informed about branch activities.

### **Main Responsibilities**

- Working with the Chair to plan meetings, letting people know where and when meetings are and what they are about
- Taking and circulating minutes
- Checking that agreed actions from meetings are carried out
- Keeping branch member contact details up to date and safely stored
- Ensuring members are contacted if there are any changes to branch activities (e.g. closure of hydrotherapy pool or illness of a physiotherapist)
- Keeping a diary of future activities and ensuring members are kept informed

### **Qualities of a Secretary**

- Commitment to the branch and a willingness to devote the necessary time and effort to their duties as Secretary
- Methodical and well organised with a good eye for detail;
- Deal promptly with emails and correspondence and keep clear records
- Able to take accurate meeting notes
- Keep members informed but be respectful of confidentiality