



The Role of the Secretary at BAC

The role of the Secretary at BAC is to support the Chair by ensuring the Board functions smoothly. The Secretary may carry out their duties directly or delegate them to a member of staff and ensure that they have been carried out.

Secretary of BAC

In addition to the general responsibilities of a trustee, duties of the Secretary are as follows.

- Preparing agendas in consultation with the chair and CEO-Artistic Director, and circulating them and any supporting papers in good time
- Ensure that the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc) are carried out
- Receiving agenda items from other trustees/staff
- Checking that a quorum is present
- Taking Minutes and circulating draft minutes to all trustees
- Ensuring that the Minutes are signed by the Chair once they have been approved
- Checking that Trustees and Staff have carried out actions agreed at a previous meeting
- Circulating Agendas and Minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a Trustee, the Secretary should have the following qualities.

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience