**Secretary to the Northamptonshire Victoria County History Trust**

 **Role Description**

• The charity secretary is primarily responsible for the smooth and efficient running of meetings of the Trust and providing assistance and support to the chair of the Trust.

• The charity secretary may also be closely involved in monitoring the requirements affecting the charity and its activities, and ensuring that the trustees’ decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.

• To ensure that other meetings and events are properly administered.

• To have good listening, oral and literacy skills.

• To plan and prepare committee meetings, to include arranging venues, drawing up agendas in consultation with the Chairman and sending out the agenda and associated papers.

• Minute committee meetings and record decisions and actions in the minutes and report to the next meeting of the Trust on the progress of actions and the result of decisions.

 • Deal with correspondence, writing letters, emails as agreed at meetings of the Trust, and dealing with replies as appropriate.

• Responsibility for ensuring that the Annual Accounts are compiled and approved by the Trust and make the necessary reports to the Charity Commission. The Trust accounts are prepared by an external accountant; however, the Secretary will be expected to provide the necessary information to the accountant to prepare the accounts.

To ensure that the details of the Trust and the trustees are kept up to date with the Charity Commission.

**Person Specification**

• Good organisational skills, to include accurate minute taking and record keeping.

• Relevant skills to organise a meeting well.