

Wrayburn Community Organisation

Role of Secretary



WCO secretary shall be appointed by the board and who may be an employee. The board may also appoint a deputy secretary (who may also be an employee) to act as secretary in the secretary's absence.

The secretary shall in particular:

- summon and attend all meetings of the society and the board and keep the minutes of those meetings;
- keep the registers and other books determined by the board;
- make any returns on behalf of the society to the Financial Conduct Authority;
- have charge of the seal (if any) of the society; and
- be responsible for ensuring the compliance of the society with these rules.

Legal Duties

- To ensure that the TMO completes annual returns and other similar legal obligations.
- To have a working knowledge of the rules, standing orders and code of practice.

Correspondence

- With the TMO Manager to ensure that all correspondence for the Main committee, officers and sub committees are allocated to the appropriate person or committee.
- To ensure that any items that need to be dealt with directly by the board are put on the agenda for the next meeting.

Main Committee Meetings

- To ensure all meetings are scheduled and timetabled until the next AGM.
- A meeting notice/agenda to be sent to all Committee members seven days in advance.
- Agenda items to be prepared and agreed with the Chair.
- Organise minute taking for all meetings.

Co-ordination between Main Committee and sub committees

- To ensure that sub committees are meeting on a regular basis.
- To ensure that a timetable for TMO meetings is drawn up at the start of year, and kept up to date.
- To ensure that sub committees are putting proposals or policy documents to the Main Committee as required.

External meetings

- With other Committee Members and the Manager, to represent the TMO at external meetings.

Employment

- To ensure that the TMO aims to act as a good employer.

Equal Opportunities

- To ensure that the TMO acts within its equal opportunities policy.

Recruitment and Selection

- To sit on panels for recruitment of new staff from time to time.