

Role Description for Secretary of Manx Wildlife Trust

1. Role Purpose

The role of the Secretary is to support the Chair by ensuring the Council functions smoothly. In practice, some of the secretary's duties are delegated to the staff team. Where duties have been delegated, oversight is required to ensure they have been carried out. Duties that are currently delegated are indicated in the list of responsibilities below as "oversight only".

2. Role Responsibilities

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

- Preparing Council agendas in consultation with the Chair and Chief Executive and circulating them and any supporting papers in good time (oversight only).
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc) (oversight only)
- Receiving agenda items from other trustees/staff and informing the Chief Executive
- Checking that a quorum is present (in practice the Chair does this at meetings; oversight only)
- Taking Council meeting minutes and circulating draft minutes to all trustees
- Ensuring that the Council minutes are approved at the following meeting
- Circulating the actions log to all trustees and staff
- Circulating agendas and minutes of the Annual General Meeting and any special or extraordinary general meetings (oversight only)
- Ensuring that any company filings and changes in trustees are noted at the Attorney General's office and the Company Register as appropriate (oversight only)
- Sitting on appraisal, recruitment and disciplinary panels (as required)

3. Person Specification

In addition to the person specification for a trustee, the secretary should ideally have the following qualities:

- Organisational ability
- Minute-taking experience