

## TrinityLearning Secretary Role

The TrinityLearning Secretary has a specific role on the board. The Secretary supports the Chair and the Education Development Officer (EDO) in ensuring the smooth functioning of the management committee and will also take on specific duties if they have been authorised to do so by the trustees or the EDO. This authorisation would be agreed by the all trustees.

### The role of the Secretary

Within TrinityLearning some secretarial duties, such as organising and minuting trustee meetings, can be met by the administration staff. An exception to this might be to take minutes of confidential sections of meetings where employees are not present. The secretary should therefore be able to take on a number of administrative duties to support the trustees.

In summary, the Trustee Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted.
2. Checking that agreed actions are carried out.
3. Ensuring effective records are kept.
4. Upholding the legal requirements of governing documents.
5. Checking quorum is present at meetings
6. Sitting on appraisal, recruitment and disciplinary panels, as required.
7. Communication and correspondence if required.
8. Responding to committee correspondence
9. Collating and keeping records on training undertaken by trustees.
10. Ensuring GDPR policy is followed

The secretary must act collectively with other trustees in making decisions.