

Secretary to the Directors Role Description

1. Purpose of the Role

The secretary to the Directors produces the agendas and minutes for the Board of Directors and the Annual General Meeting

2. Roles and Responsibilities

- 2.1. Work with the Chair of Directors to produce agendas and minutes in an accurate and timely fashion for Board and General Meetings
- 2.2. Maintain a record of all actions, decisions and future agenda items for the Board of Directors
- 2.3. Work with the Club secretary to ensure that business is passed between the Board of Directors and Management committee as necessary
- 2.4. Work with the Club Secretary to ensure that all records are stored in the agreed locations and for the agreed period of time.

3. Key Activities

- Work with the Chair of Directors to produce the agendas for meetings of the Board Of Directors in the agreed format
- Attend meetings of the Board of Directors and produce minutes, in the agreed format, that accurately reflect the decisions and agreements of the Board of Directors
- Maintain a separate action and decision log for the Board of Directors
- Maintain a list of forward and recurring agenda items for the Board of Directors.
- Work with the Chair of Directors to produce the agendas for General Meetings in the agreed format
- Attend General Meetings and produce minutes, in the agreed format, that accurately reflect the decisions and agreements made at the meeting.
- Assist in the recording of votes at General Meetings and collection of any written or proxy votes
- Promote Exeter Rowing Club at all times
- Commitment to devoting time and attention to the role
- Adhere to all relevant Policies of Exeter Rowing Club

4. Committee and Reporting Positions

Meeting	Participation
Board of Directors	In Attendance
Management Committee	In Attendance
Rowing Committee	In Attendance
Annual General Meeting	Yes (Minute Taker)
Other Meetings	

5. Training Requirements

- British Rowing - Safeguarding and Protecting Children
- DBS Check

6. Expected Workload

- 3 hours per month, plus meetings.

- From time to time, the secretary to the Directors may be required to participate in various club procedures (disciplinary, grievance etc) and during these times additional work may be required to document these processes.

7. Desired Skills, Qualifications and Experiences

- Experience of producing agendas and minutes
- Experience with software necessary for the production of agendas and minutes (Microsoft Word, Libre Write, Pages etc)
- Experience of dealing with sensitive and confidential information

8. Recruitment and Selection

Volunteers will be sought from the club membership and appointed by the directors based on their suitability for the role.

9. Term of Office

1 year, but may be re-appointed with no maximum term of office.

10. Payment

This is a voluntary position and is therefore unpaid. Exeter Rowing Club will pay reasonable out of pocket expenses incurred by a volunteer carrying out duties outlined in this role description

11. Evaluation

The role is not subject to any formal evaluation at this time, however the performance of the Directors as a group is subject to the approval of the wider membership who may choose to remove a director under the Club's Articles of Association.

12. Review & Approval Dates

The board reviews the role descriptions annually to ensure appropriate assignment of duties and responsibilities.