## Template for Role Description for Secretary of Committee

### Role Description

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| --- | --- |
| **Role Title** | Secretary of [X] Committee |
| **Governance Area** | ?? (as outlined in the Terms of Reference) |
| **Main Points of Contact** |  |
| **Connected Roles** | [any other committee specific connected roles] |
| **Sources of Support** | Secretary to the committee is [X] |
| **Location** | The majority of meetings will be online.Where meetings are in person, these are likely to take place at URC Church House, London. |
| **Time Commitment** | [X] online meetings and [X] in person meetings per annum (dates and times suitable for the membership of committee) plus additional follow-up work between meetings. |
| **Remuneration** | Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers while supporting the work of the [X] Committee will be reimbursed, in accordance with the URC expenses policy. |
| **Background:** Secretary of [X] Committee plays a vital role in supporting the administrative functions of [X] Committee. This position contributes to the efficient operation of the committee by facilitating communication, organising meetings, maintaining records, and supporting committee members in fulfilling their responsibilities. |
| **Committee Summary:**  |

### Principal responsibilities and duties

#### Meeting Coordination

1. Schedule and organise committee meetings.
2. Prepare agendas, minutes, and documents.
3. Arrange meeting venues/platforms.

#### Documentation and Record-Keeping

1. Maintain accurate records of proceedings.
2. Organise and archive documents.

#### Communication

1. Act as primary contact for enquiries.
2. Facilitate member communication.
3. Disseminate information promptly.

#### Administrative Support

1. Assist with scheduling and logistics.
2. Coordinate projects and events.

#### Compliance and Governance

1. Ensure adherence to policies and legal requirements.
2. Uphold confidentiality and data protection.

#### Working with Committees [and Volunteers]

*This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the [insert role].*

1. **First committee:** Committee meets [X] times per year; attendance and note taking responsibility etc.
2. ...

#### Expected Standards

*This section refers to the way in which the role should be done as opposed to the duties/ responsibilities themselves.*

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

*This job description reflects the overall scope and responsibilities of the role. However,*

*it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.*