

# Kennington Fund Raising Group Roles



## Secretary

### Main purpose of the role

The secretary ensures that the group's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

### The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before group's meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

### At the AGM

Helps the chair prepare for the meeting and takes minutes on the day.

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated

Want to be our next Group secretary? The secretary ensures that the Group's activities run smoothly. You'll use your excellent communication and organisational skills to organise meetings, take minutes and keep records.