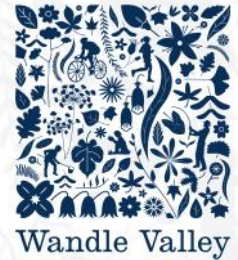


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## ***Role description for Wandle Valley Regional Park Trust Company Secretary – December 2015***

### ***Overall***

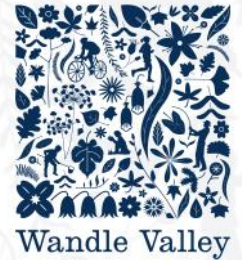
- *To ensure that committee meetings are properly administered.*
- *To ensure other meetings, such as the AGM, and events are properly administered.*
- *Keep membership records up-to-date (unless there is a membership secretary as well).*
- *Monitor committee member action points.*

### ***Specifically***

- *Plan and prepare the committee meetings and the AGM with others as appropriate.*
  - *Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.*
  - *Drawing up agendas together with the Chair.*
- *Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.*
- *Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.*
- *Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.*
- *Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.*
- *Make arrangements for any necessary reporting to be done. For example the annual report to members.*



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## **Qualities**

- *To be organised and methodical*
- *Able to take good minutes.*
- *Able to keep accurate records.*
- *Has the relevant skills to organise a meeting well.*
- *To be able to delegate and/or organised and methodical.*
- *Have knowledge of Company law relating to the Company Secretary's role.*
- *Have a good knowledge of the organisation's own constitution.*
- *Able to give clear advice on procedural matters.*

*Interested – please contact:*

*[info@wandlevalleypark.co.uk](mailto:info@wandlevalleypark.co.uk)*

