**[insert name] Museum**

**Secretary role description**

**Note: This is an example Secretary role description. Depending on the size and nature of the organisation, the main responsibilities of Secretary roles will vary. This example should therefore be reviewed and adapted to meet the specific needs of the organisation, before it is used.**

**Role summary**

The Secretary to the Board of trustees supports the Chair and the board with all aspects of administration relating to board meetings, ensuring meetings are planned and run efficiently and effectively. This role is voluntary and unremunerated. Expenses are paid for [insert if appropriate].

**Main responsibilities of the role**

* Work with the Chair to set the annual timetable for meetings
* Arrange room and refreshment bookings for meetings, as required
* Work with the Chair to create meeting agendas
* Send out agendas and meeting documentation to all attendees in advance of meetings
* Take minutes during meetings and write these up within an agreed timeframe
* Circulate meeting minutes, including actions, for trustees within an agreed timeframe
* Writing the Annual Report
* (optional, as appropriate) Filing returns with Companies House and acting as Company Secretary)

**General responsibilities of a trustee**

In addition to the responsibilities already outlined, trustees have the following general responsibilities:

* Ensure that the museum complies with all relevant legislation and regulations, in particular ensuring that the museum prepares and submits its reports, annual returns and accounts as required by law.
* Ensure that the museum complies with the requirements and rules set out in its governing documents and ensure that the museum applies its resources exclusively to pursuing its objectives.
* Contribute actively to the board of trustees' role in giving firm strategic direction to the XX Museum, setting overall policy, defining goals, setting objectives and evaluating performance against objectives.
* Ensure the effective and efficient management and administration of the XX Museum.
* Ensure the financial stability of the XX Museum and the proper investment of the XX Museum’s funds.
* Keep informed about the activities of the XX Museum and wider issues which affect its work.
* Act with integrity, and avoid any personal conflicts of interest or misuse of the museum’s funds or assets.
* Use specific skills, knowledge and experience to help the board of trustees reach sound decisions.

**Time commitment**

The Trustee Board meets [insert frequency]. In addition to attending these meetings, the Secretary will undertake work to meet the specific requirements of her/his role.