

Role of the Secretary

What is the role of the Secretary?

Although the role of the Secretary can be very different from group to group the Secretary's duties generally cover the following main areas:

- Keeping people informed about the group and its activities (eg letting people know about the date and time of the meetings).
- Keeping group records (eg Agenda's and Minutes).
- Being a point of contact for people wanting to get in touch with your group (ie the person people contact when they want to contact the group or send information out to the group).
- Produce group leaflets and maintain web information for the PPG.

The tasks your group Secretary might be expected to perform can be divided into Meeting Tasks and Communication Tasks.

Meeting Tasks

Before meeting:

- Book room for meeting and arrange any refreshments, or liaise with Practice Manager to arrange.
- Work with the Chair to put together the Agenda.
- Let everyone invited to attend the meeting (including group members, practice members and guests) know when and where the meeting is to take place and what is to be discussed.
- Make sure any documents (such as copies of the meeting Agenda, Minutes of the previous Meeting and any documents that are to be discussed) are circulated in advance of the meeting.

During the meeting:

- Make a record of who has attended the meeting.
- Take minutes (notes) of the meeting. These notes should not try to record everything that has been said at the meeting, but should rather concentrate on recording any decisions made and who is going to do what.

After the meeting:

- Write or type up the notes of the meeting. (It is a good idea to do this as soon as possible after the meeting, while what was said is still fresh in your mind.)
- Make sure copies of the notes are available for the next meeting.
- File the meeting notes for future reference.

Communication Tasks:

- Keep the group informed about what letters and emails the group has received.
- Write letters on behalf of the group and keep group members informed about what letters have been sent out on behalf of the group.
- Produce quarterly newsletters for the group.
- Ensure that information on the Practice website gives information on the group's activities.

Stand in for either the Chair or the Membership Secretary in their absence.