



# ASSOCIATION OF DISABLED LAWYERS

## Secretary Role Description

To work with the Chair to do the following:

### Overall

- To ensure that Executive Committee meetings are properly administered;
- To ensure other meetings, such as the AGM, and events are properly administered;
- Keep membership records up-to-date; and
- Monitor committee member action points.

### Specifically

- Plan and prepare the Executive Committee meetings and the AGM with others as appropriate.

- Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
  - Drawing up agendas;
- Minute Executive 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 Executive Committee meetings, summarising correspondence/emails received at the next Executive Committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example, the annual report to members.
- Manage the recruitment of the Executive Committee and Officer roles.

## Qualities

- To be organised and methodical;
- Able to take good minutes;
- Able to keep accurate records; and
- Has the relevant skills to organise a meeting well.