

St Denys Community Centre Volunteer Role Description

Volunteer Role	Secretary
Number of volunteers needed	One or more
Hours per week:	(or) Hours per month: 10
<p>When is the role required: Committee meetings one Wednesday per month Annual General Meeting once per year Weekly visits to the centre to check for post/ phone messages</p>	
<p>What does the role involve? Sending out invitations to meetings and recording apologies. Preparing the agenda for and taking minutes of the committee meetings. Sending out notice of the Annual General Meeting. Preparing agenda & papers for the AGM and taking minutes of the meeting. Completing official paperwork for Companies House regarding Directors/ Trustees of the Association. Making the annual return to Companies House (confirming who the Trustees/ Directors & Treasurer are). Ensuring the Charity is conforming to its Memorandum & Articles or association (the document which governs the relationship between SDACA and the outside). Keeping an up-to-date list of Members of the Association. Dealing with post coming in to the centre. Checking for phone messages.</p>	
<p>Skills required: Computer literate. Office skills. Minute taking skills. Good organisational skills.</p>	
<p>Is a CRB required: Yes</p>	