

Putney Arts Theatre
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Registered Charity Number: 1157481

putney
theatre
company

G64
Theatre for
young people



Role Specification

Secretary of the Trustees

The Secretary plays a vital role in the effective organisation and management of the Board of Trustees and works closely with the Chair of Trustees.

Key responsibilities include:

1. Administration of the quarterly Trustee meeting, including preparing the agenda in consultation with the Chair, requesting reports from relevant teams, circulation of the agenda and papers to attendees, maintaining an action log, and preparing minutes of meetings as a permanent record.
2. Administration of the Annual General Meeting, including notification of the meeting, preparing the agenda in consultation with the Chair, collation and circulation of papers, maintaining a register of trustee appointments and terms of office, supporting the management of the election of new trustees, and preparing minutes of meetings as a permanent record.
3. Management of the annual schedule of business to ensure key activities are managed on a timely basis eg annual returns, policy review, risk register review.
4. The Secretary may also to support the administration of one off meetings as required.

Person specification:

We are looking for someone with strong administrative and organisational skills, as well as good interpersonal skills. You may have had experience of managing administrative processes and organising and minuting meetings in other voluntary settings or through your employment, and will be familiar with the Microsoft Office suite, email and file management tools such as DropBox.

The Secretary should also be a member of the Trustee board.