



Volunteer Role Description

Secretary

Updated July 2024

Overview

The role of Secretary is a voluntary Sunshine Cat Rescue (SCR) committee role. The holder must also be a Trustee of the charity.

This role requires the holder to have the following skills:

- Good literacy and listening skills
- Excellent communication
- Well organised

Responsibilities

- To represent SCR in a professional manner at all times, maintaining a focus on the core purpose of the charity.
- To send out the agenda for monthly committee meetings and to take accurate minutes at these meetings.
- To organize invitations to the Annual General Meeting and take minutes at the meeting.
- To type up and distribute minutes following each committee and Annual General meeting.
- If unable to attend any meetings in person, the committee should be advised with as much notice as possible to allow for someone else to be prepared to take the minutes.
- To retain important documents.
- To keep contact details for all volunteers (including committee members and trustees) up to date.
- To liaise with other committee members and volunteers as needed.
- To adhere to the SCR social media Policy and to act within the GDPR.

Please note, this list is not exhaustive and may be updated as needed.

Time Commitment

This role requires a minimum time commitment of 2 hours or more per week, this may vary depending on the needs of the charity.