

ROLE DESCRIPTION - SECRETARY

The Secretary should:

- Have good writing and listening/summarising skills
- Be organised and reliable
- Have enough time available to take on the responsibilities of this role alongside current commitments
- Have a passion for promoting the conservation/restoration sector and sharing opportunities for development with fellow professionals

Role:

The Secretary plays a crucial role in ensuring the efficient administration of committee meetings and the AGM, working closely with the committee Chair. They are responsible for maintaining committee records, monitoring action points of committee members, and acting as a central point of communication and information for the committee.

Responsibilities:

Meeting Administration:

- Plan and prepare committee meetings and the AGM in collaboration with others, as necessary.
- Schedule meeting dates, book appropriate rooms or virtual platforms, and send out notifications, minutes, and other relevant papers.
- Work with the Chair to create meeting agendas, including follow-up on previous meeting actions.
- Coordinate the minute-taking process during committee meetings, either performing the task themselves or arranging a deputy (e.g., Deputy Secretary) to record decisions and actions in the minutes.

Committee Records and Communication:

- Maintain the committee's Google Drive, including committee contact details and logins.
- Handle correspondence and draft letters or emails as agreed upon during committee meetings or in coordination with other officers, as required.

What will I gain from this role?

All Committee roles count towards your continued professional development. You will learn or improve upon existing skills such as:

- Improved networking and connections with conservators and heritage organizations
- Enhanced organizational, minute-taking, and administrative skills.
- Better understanding of voluntary sector workings and governance procedures.
- Expanded knowledge of other disciplines through links with other Icon Groups.
- Transferable skills as a Secretary for other charity/professional body organizations.

Soft Skills:



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- Communication
- Listening, paraphrasing, summarising and recording
- Time management, planning, adaptability, problem-solving
- Teamwork, collaboration, coordination, dependability
- Delegation, leadership, responsibility
- Stakeholder management