

BOT Secretarial Duties

Meetings –

The main tasks are -

- Preparation of the agenda and accompanying papers (in conjunction with the Chair and Principal) and distribution to Board Members.
- Attending the BOT meetings and taking the Minutes of these meetings. The draft Minutes are forwarded to the Chair for editing before distribution to Board Members. The Minutes are then recorded as a true and accurate record (or amended) at the next meeting. Once approved and signed by the Chair a copy is sent to be put on the website.
- Filing and record keeping of all agenda, papers/reports and Minutes including confidential filing of “In Committee” Minutes.

Liaison between staff and the Board –

- Assembling staff letters, resignations, applications for leave and trip applications for discussion/decision making at the meetings and reporting back after meetings to staff.

Liaison between the wider community and the Board

- Assembling and forwarding correspondence to/from the Board.

Correspondence

- Receiving and distributing correspondence.
- Including sets of correspondence in agenda papers.
- Filing board correspondence

Assisting Board Members with requests

- Helping Board Members and Committees with any other requests e.g. document preparation, meeting coordination.