

Social Workers' Benevolent Trust

September 2024

Role Description for Minutes Secretary

Purpose of the Secretary

The Secretary is elected by the Board of Trustees to draft the agenda, minutes of each meeting of the Board. The Secretary will work closely with the Chair and Vice Chair. If the Secretary is unable to attend a meeting or undertake a task within the remit below, the Chair will facilitate another Trustee to deputise in their stead.

Key tasks:

1. Taking the Minutes of all SWBT meetings, (currently 8 per year, 2 Business Meetings and 6 Grants Meetings), including the incorporation of any relevant information sent by Trustees by email prior to the meeting. Sending the draft Minutes to the Chair of the meeting for their comments/ amendments/ alterations and then making any resulting changes. Only when the Chair is satisfied that all the alterations have been completed can the Minutes and Agenda be circulated to all Trustees.
2. Drafting an Agenda which is sent to the Chair of the meeting for their comments/amendments/alterations and then making any resulting changes. As in 1. above the Chair will check that the Agenda is satisfactory and will give permission to circulate with the Minutes.
3. Ensure the responsible admin person at BASW is copied in to the circulation so the Minutes and Agenda can be uploaded on to Trust's Microsoft Teams website.
4. Where appropriate, the Minutes and Agenda can also be circulated to anybody else invited to attend a meeting at the request of the Chair.

The Social Workers' Benevolent Trust was established in 1971 on the initiative of the British Association of Social Workers

And is registered with the Charity Commission. *Charity No: 262889*