Role Description – KAFC – Local Social Committee – Secretary

Requirements

- KCC Registered Foster Carer.
- Secretary of Local Social Committee

Functionality

- To ensure arrangements for local social committee meetings are met; booking the room, arranging for equipment, refreshments and access arrangements, emailing/Whats App committee members so they are aware of meeting.
- Prior to meetings, prepare, circulate and update agendas and any supporting paperwork in consultation with Social Committee Members.
- Minute Social Committee Meetings and forward copy of final minutes to KAFC Secretary.
- To check that Committee Members have carried out action(s) agreed.
- To ensure up-to-date records are kept of committee membership and inform KAFC Secretary of any changes.
- To ensure that committee members are aware of the KAFC Constitution and Charity Commission requirements and that these are adhered to.
- To ensure that meetings are inclusive.
- To partake in secretary sub-committee meetings.
- To ensure that Committee members sign their role description, provide a copy for their information and forward a copy to KAFC Secretary.

Website

- Refresh and provide new information as required, including but not limited to; events, external events, discounts and benefits, dates for social committee meetings, save the dates and flyers.
- Ensure that the process of EVENTS page is followed.

Support

- To ensure that matters are dealt with in an orderly, efficient manner.
- To support trustees and committee members in their roles.
- To support advancement of the charity, financially, professionally and in its capacity.

Representation

- To ensure that communication is shared and where appropriate recorded with/between trustee's, committee members and KCC.

- To advocate and represent the charity at external meetings and events.
- To inform trustee/committee members of any issues that may affect the charity.