



## Secretary Role Description (Previously reviewed 18 December 2023)

To provide administrative support to the Bustardthorpe Allotments Association CIO trustees including:

### Trustee Meetings

- Two weeks before the meeting email request for reports. Deadline: Three days before meeting.
- Prepare agenda and get it agreed by Chair before circulating to the trustees
- Three days before meeting circulate all documentation for meeting
- Print out meeting documentation including agenda and other documents to be referred to for those who request hard copy
- Take notes at the meeting
- Produce minutes from the meeting in draft form for Chair, and in some cases Treasurer, to amend
- Produce an action sheet based on the minutes
- Produce a 'Notable Points' summary
- Where appropriate circulate draft minutes to trustees for approval
- Email minutes and Notable Points to all ploholders
- Put a copy of the minutes in the Operations Manual in the shop
- Print and laminate 'Notable Points' and put on shop noticeboard
- Post the meeting minutes on the website

### Database administration

- Keep information updated as ploholders or their contact details change. Remember to update the members and number of plots tabs
- Dispose of old versions, including out-dated ploholder tenancy agreements, which contain personal data in line with Data Protection legislation

### AGM

- During the summer book a venue. We tend to use Bishopthorpe Sports and Social Club which is usually available on Thursday evenings.
- Email the Chair's invitation letter out 14 clear days before the meeting. If a ploholder doesn't have an email address this needs to be posted with enough time for the letter to arrive 14 clear days before. This is a constitutional requirement.
- Two weeks before the meeting finalise reports with trustees presenting them.
- Prepare agenda and get it agreed by Chair before circulating to the trustees
- Three days before meeting confirm arrangements with venue, e.g. access to projection
- Print out meeting documentation including agenda and other documents to be referred to for those who request hard copy
- Take notes at the meeting
- Produce a record of the meeting including all presented reports
- Where appropriate circulate draft meeting record to trustees for approval
- Email meeting record to all ploholders
- Put a copy of the meeting record in the Operations Manual in the shop

Bustardthorpe Allotments Association Charitable Incorporated Organisation (BAACIO)

Bishopthorpe Road, York, North Yorkshire, YO23 2QA

Registered Charity No: 1211930



- Post the meeting record on the website

### Rent Invoices

- September's trustee's meeting: ensure that the Tenancy Agreement for the following year is checked and any changes of wording from the current year's version have been agreed.
- Mid-October double check accuracy of database with Lettings Officer (names and addresses) and Treasurer (rent values). All documents needed will be in the previous year's 'Rent' folder.
- Create a copy of the Master database for the mail merge function. At this point all corrections should be on this new version and the old version should be deleted
- Produce the invoices using mail merge and print letter-versions for those ploholders who do not have email address.
- Once the invoices are sent, any changes to the database should also be shared with the Treasurer and Lettings Officer.

### Gmail account

- Check this on a daily basis
- Respond to emails
- Forward emails to other trustees where further information/decisions are needed

### WhatsApp Group

- Use this form of communication to keep all trustees informed in between meetings. Any decisions agreed should be documented in the next meeting's minutes

### Operations Manual

- Keep the content documents updated and do a complete annual review at the very end of the year

### General Admin

- File electronically all communications, scans of documents or emails
- Maintain the documents stored on the Google Drive.  
**N.B.** All documents should be kept on the Association laptop and once finalised a .pdf versions should be stored on the Google Drive

### Shop Noticeboard

- Keep this up to date
- Remove out of date posters
- Replace notices that have weathered over time

### Other Duties

These may include:

- Being second signatory on the charity bank account
- Co-ordinating events, e.g. meetings, social events, working parties

Reviewed: 30.11.2025  
Jo Rogers  
Secretary to the Trustees

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