

MACP Secretary Role Description:

The role of the MACP secretary involves; supporting and working closely with the MACP chair to implement actions and ensure the decisions of the EC are implemented. This requires regular, open conversation. They should have oversight of good governance. The secretary should also support the EC members in fulfilling their responsibilities and following best practice. The secretary should formulate and structure the EC meeting agenda to ensure appropriate and relevant topics are discussed and work with the chair to agree the agenda. During the EC meetings the role of the secretary is to facilitate and support the chair to run effective and efficient meetings that involve quality discussion. The secretary is responsible for running the yearly MACP AGM. This approach should help develop and implement processes that support good corporate governance of the organisation.

Specific tasks required include:

- 4-6 weeks before an EC meeting.
Send an email to EC members using ec@macpweb.org this needs to include:
The minutes from the last meeting + agreed action points.
Propose and agree with the chair a draft agenda
- 2 weeks before the EC meeting:
Send an email to EC members using ec@macpweb.org this needs to include:
 1. Reminder of date and time of meeting
 2. Reminder of location (if face to face)
 3. Reminder of need to complete action report.
 4. Reminder that reports for each area need to be submitted one week prior to meeting (send to Katie) so they can be uploaded to the website.
 5. Ask if anyone has anything to add to the agenda.
 6. Ask for any apologies
- Attach to this email, the action report.
- Finalise the agenda with the chair
- 1 week prior to the meeting
Send an email to the EC with the following:
 1. Highlight the reports that are available on the website (identify any that have not been received.
 2. the final agenda – as agreed with the chair
 3. the action report

All of the above will be supported by Katie (administrator)

At the meeting:

1. Take minutes (again, use last meeting ones as a template)
2. Ensure all agenda points are covered
3. Update action report and record any new actions
4. Report any correspondence

After the meeting

1. Finalise minutes and action report
2. Circulate to the EC asking them to check for accuracy.