

# Board Secretary Responsibilities

- Prepare agendas and minutes/action notes, to ensure an accurate record of meetings is maintained, and liaising with the CMI Regional Support team as necessary;
- Keep records of attendance at Board meetings and ensure the Board's Google Drive is kept up-to-date;
- Circulate copies of agenda and minutes to members of the Board;
- Ensure arrangements for meetings are made and notified to Board members in advance of meetings;
- Maintain details of Board membership and roles;
- Be part of the team assisting with the preparation of the annual Operating Plan.

# Board Secretary Person Specification

## Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board, and be an integral member of the Board team.

### Specific

- Experience of minute taking and preparation of agendas;
- Excellent written and oral communication skills;
- Knowledge of Board Governance;
- Extremely well-organised and be able to produce forward plans and consistently meet timetables;
- Proficient in the use of the Google Suite range of applications (Docs, Sheets, Slides, Drives etc).

### General

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.