

Underrepresented Communities Project Steering Group

Role Description: Secretary

Outline: The Secretary will support the Chair of the Project Steering Group to ensure the smooth functioning and sound administration of the Project Steering Group.

The responsibilities of the Secretary:

- Provide administrative support to the running of the Project Steering Group.
- Work with the Chair of the Project Steering Group to set meeting agendas and arrange meeting logistics for the Project Steering Group.
- Taking accurate and accessible minutes of Project Steering Group meetings.
- Distributing agendas, minutes and supporting documents for Project Steering Group meetings.
- Maintaining accurate records for the administration of the Project Steering Group.
- Ensuring the safety and security of records maintained by the Project Steering Group.
- Communicating with the Project Steering Group.

Skills for a Steering Group Secretary:

- Organisational skills
- Communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Good IT skills
- Ability to summarise information for different audiences
- Willing to speak one's mind and listen to the views of others
- Able to maintain independent and objective judgement