

## The role of the UKTA Secretary



### Meetings

- Prepare notices of meetings.
- Prepare agendas with item timings.
- Take minutes of committee and general meetings.
- Record what actions are decided and who will do them.
- Summarise the points of discussion.

### Keep members informed

- Ensure committee members know the date, time and place of the next meeting
- Ensure agreed minutes, draft minutes, any supporting documents and agendas are on Sharepoint.

### Receive and respond to communications

- Be a formal point of contact for potential members interested in the UKTA unless a Membership Administrator is appointed.
- Along with the Chair and Deputy Chair be the advertised point of contact for events and activities unless a Press Officer is appointed.
- Deal and follow up information and opportunities received by placing on a committee agenda or by passing to another committee member.

### Adhere to the UKTA Constitution

- Ensure that notices, agendas and minutes of meetings comply with the Constitution.
- Ensure that committee actions are compliant with the Constitution.
- Ensure confidentiality on sensitive issues whilst maintaining the UKTA values.
- Ensure that nominations, elections and terms of service comply with the Constitution.
- Facilitate a bi-annual review of the alignment of the Constitution with the UKTA Strategy.
- Be aware of potential conflicts of interest and take appropriate action.

### Manage UKTA Compliance with GDPR

- Facilitate an annual review of the UKTA policies.
- Maintain ICO membership.
- Annually ensure Committee are aware of GDPR responsibilities.
- Develop and maintain GDPR compliant procedures for data management.
- Deal with Subject Access Requests (SAR).