



HACKNEY SEND
PARENT CARER FORUM

Secretary Role

1. Introduction

This document outlines the role, responsibilities, and expectations of the Secretary within the Hackney SEND Parent Carer Forum (HSPCF). The Secretary plays a crucial role in ensuring the smooth and effective operation of the Forum, supporting the Chair, Vice-Chair and the Steering Group, and upholding good governance.

2. Purpose of the Role

The Secretary is responsible for:

- Ensuring effective communication within the Forum and with external stakeholders.
- Maintaining accurate records of meetings and decisions.
- Supporting the operational and administrative functions of the Forum.

3. Key Responsibilities

Meeting Administration

- Organise and schedule Steering Group meetings, Annual General Meetings (AGMs), and other relevant gatherings.
- Prepare and circulate agendas in consultation with the Chair and relevant members.
- Take accurate minutes at all official meetings and distribute them within an agreed timeframe.
- Maintain attendance records for meetings.

Record Keeping

- Keep accurate and up to date records of the Forum's activities, decisions, and correspondence.
- Maintain a central filing system for key documents (minutes, policies, reports, etc.)
- Ensure compliance with data protection legislation (e.g. GDPR) regarding the storage and sharing of information.

Communication

- Act as the first point of contact for internal and external communications (e.g. emails, letters).
- Circulate information and updates to Forum members as needed.
- Liaise with partner organisations and stakeholders as directed by the Steering Group.

Governance Support

- Ensure the Forum complies with its constitution and legal obligations.
- Support the Chair and Steering Group in maintaining good governance practices.
- Assist in the organisation and documentation of the AGM, including notices, reports, and elections.

4. Expectations and Conduct

- Act with integrity, confidentiality, and professionalism at all times.
- Be impartial and objective in carrying out duties.
- Be a reliable and active participant in Forum activities.
- Maintain regular communication with the Chair, Vice-Chair and Steering Group.

5. Time Commitment

The role of Secretary is voluntary. It is estimated to require an average of 4–6 hours per week, with occasional increases around key events such as AGMs, consultations, or public meetings.

6. Support and Training

The Secretary will be provided with:

- An induction into the role.
- Ongoing support from the Chair, Vice-Chair and Steering Group.
- Access to relevant training, including safeguarding, data protection and governance if required.

7. Review of Policy

The Steering Group will annually review this document to ensure it remains up to date and reflects the needs of the Forum.