

A Village Hall Secretary is responsible for the administrative, legal, and secretarial duties necessary for the smooth operation of the venue and its committee. Key tasks include arranging meetings, taking minutes, managing correspondence, maintaining records, and acting as a primary point of contact for trustees and users.

Key Responsibilities & Duties

Meetings Administration: Plan and prepare committee meetings and the Annual General Meeting (AGM), including setting dates, booking rooms, drafting agendas with the Chair, and distributing papers.

Minute Taking: Accurately record decisions, actions, and discussions at meetings, and distribute minutes in a timely manner.

Correspondence: Manage all communications (letters/emails) on behalf of the committee, responding to inquiries and updating the team on received correspondence.

Records Management: Maintain accurate, up-to-date records of the committee, trustees, and legal documents.

Compliance & Reporting: Ensure the hall operates according to its constitution and assist with reporting to charity commissions or funders.

Operational Support: Work with the treasurer or booking clerk to facilitate bookings and ensure the hall is compliant with health and safety standards.

Required Skills and Qualifications

Administrative Skills: Strong organizational abilities, including proficiency in Microsoft Office (Word, Excel, Email).

Communication: Excellent written and verbal communication for dealing with residents, hirers, and committee members.

Minute Taking: Ability to produce accurate, concise, and clear minutes.

Reliability: Methodical approach to keeping accurate records and meeting deadlines.

Experience: Experience in volunteering, community, or venue management is advantageous but often not essential.

Role Context

This is often a voluntary, part-time position within a local charity or community trust structure. The secretary ensures that the committee functions effectively, reporting on progress and supporting the overall management of the hall.