



## The role of secretary

For a board to function effectively an organised and efficient secretary is essential. They have a pivotal role supporting the strategic leadership of the organisation.

This course is aimed at anyone who is currently in the role of secretary or thinking about putting themselves forward for this position. The skills learnt will help you to develop a deeper understanding of functions and responsibilities of this role.

### This course focuses on:

- Roles and responsibilities of secretary
- Skills and attributes required to be a secretary
- Reporting requirements for charities and companies
- Planning and preparation of key meeting documents
- The importance of a secretary within an organisation.

### Continuing Professional Development (CPD)

Continuing Professional Development (CPD) All of our courses are certified by the CPD Certification Service.

### We offer formal accreditation

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: [www.communitygrouptraining.co.uk](http://www.communitygrouptraining.co.uk) or email [info@communitygrouptraining.co.uk](mailto:info@communitygrouptraining.co.uk)