



# ADMINISTRATIVE SUPPORT

## Job Description

The role of the Steering Group Administrator is to support the smooth functioning of the Steering Group.

### 1. Maintaining Effective Records and Administration

- a. Prepare agendas in consultation with the Chair.
- b. Receive agenda items from other Steering Group members.
- c. Circulate agendas and any supporting papers in advance of meetings.
- d. Ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).
- e. Minute meetings and circulate the draft minutes to all Committee Members. If the Administrator is not able to attend the meeting, arrange for another Steering Group member to be the minute-taker.
- f. Ensure that all actions have been undertaken.
- g. Circulate agendas and minutes of the Annual General Meeting (AGM) and any Special or Extraordinary General Meetings.
- h. Ensure up-to-date records are kept of Steering Group membership.

### 2. Communication and Correspondence

- a. Keep a record of any of the Dorset Parent-Carer Council's publications, eg, leaflets, newsletters, etc.
- b. Ensure the preparation of a report of the Dorset Parent Carer Council's activities for the year for the Annual General Meeting.

### 3. Upholding Legal Requirements

- a. Act as custodian of the Dorset Parent Carer Council's governing documents.
- b. Check that a quorum is present at meetings.
- c. Ensure that elections are in line with stipulated procedures.
- d. Ensure the Dorset Parent Carer Council's activities are in line with its objectives.
- e. Ensure charity law requirements are met.