

South London Theatre
General Council – role descriptions
General Secretary

Being a member of the SLT General Council

All members of General Council (GC) become Directors and trustees of SLT. You can read more about what being a trustee means here, but in essence it's about looking after the interests of SLT and our members. We need to make sure we are behaving legally and responsibly, are using our resources effectively and are accountable for what we do. You will be part of the decision-making that makes that happen. We hold monthly GC meetings, our AGM and annual away day, that you will be expected to attend (although we're all allowed a holiday!). All members of GC will also be expected to promote equality, diversity and inclusion and good safeguarding practices.

Specific to the role – General Secretary

The main purpose of the role is to support the smooth running of GC, ensuring activities and issues are brought forward for discussion and approval and decisions documented. Alongside this, the General Secretary supports the Chair in resolution of members' issues. The main responsibilities include:

1. Convening a schedule of monthly GC meetings ensuring, under direction of the Chair, ensuring the agenda, minutes and any papers for discussion are circulated in a timely manner.
 2. Taking, writing up and distributing minutes of GC meetings, including uploading agendas and approved minutes to the SLT website
 3. Maintaining and updating the annual workplan and bring forward items for discussion and approval.
 4. Liaising with the Secretary of SLT Building Preservation Trust (BPT) to raise items for joint discussion and agreement.
 5. Liaising with the Company Secretary to organise and publicise the Annual General Meeting (AGM):
 - advertise and receive nominations
 - circulate agenda and presentations
 - manage the election processes
 - ensure amendments to articles and bye-laws are enacted
1. Supporting the Chair in resolution of members' issues.
 2. Managing the review and updating of SLT policies and keeping the website page up to date.

What skills do you need?

Good organisation and planning is essential for this role, as is attention to detail. Alongside that, it's important to be able to take the minutes clearly and accurately, whilst taking part in any discussions. Finally, as you'll work with the Chair on members' issues, empathy and understanding are important.