



ROLE DESCRIPTION

SECRETARY

Team: Executive Committee (EC)

Location: UK based

Liaison with: EC and Public

PURPOSE OF THE ROLE

To maintain the smooth running of the Executive Committee (EC)

KEY TASKS

1. Support in the management of the EC and scheduling of the charities activities
2. To organise the regular meetings of the Executive Committee
3. To write the minutes of these meetings and distribute them accordingly
4. Following up the actions points from meetings
5. Keep a record of all documentation related to the Executive Committee.
6. To champion best practice in documentation including organisation of folders (hard and soft), policy maintenance and record keeping
7. Respond to queries to secretary@ius.org.uk
8. Keep all records of the society and deal with all correspondence in accordance with the direction of the Chairman and EC
9. Support the trustees in preparation of the annual report of the state of affairs of the society to be presented in the Annual General Meeting

ESSENTIAL SKILLS

Excellent planning and organisational skills

Experienced in writing meeting minutes accurately and promptly

Time-management

Able to work on multiple projects at one time

Strong communication skills

Commitment and adherence to the Islamic Laws

DESIRABLE SKILLS

Able to answer emails promptly

Able to work on own initiative

Proactive in optimising processes