

ROLE DESCRIPTION: Secretary of the Trustee Board (Volunteer)

Purpose:

The role of the Secretary of the Trustee Board is to ensure that the organisation complies with its governing documents, with charity law, and with any legislation or regulation relevant to the services it provides and how it provides them.

Responsible to:

Board of Trustees.

Roles and Responsibilities

1. Upholding legal requirements

- Acting as custodian of AMS's governing documents (see section below)
- Checking quorum is present at meetings.
- Ensuring elections of Trustees are in line with stipulated procedures and that prospective Trustees are:
 - Not disqualified in law,
 - Eligible to be Trustees under the provisions of the governing documents, and, appointed in accordance with the procedure set out in the governing documents.
- Help Trustees in organising the induction of new Trustees.
- Ensuring organisation's activities are in line with its objects.
- Ensuring charity law requirements are met (see section below).
- Sitting on appraisal, recruitment and disciplinary panels, as required.

2. Ensuring meetings are effectively organised and minuted.

- Liaising with the Chair to plan meetings of Board of Trustees, Annual General Meeting and any Extraordinary General Meetings.
- Arrange venues for meetings.
- Receiving agenda items from committee members.
- Ensuring meetings are carried out in accordance with governing documents.
- Ensuring Trustees have the relevant information to make informed decisions.
- Circulating agendas and reports.
- Taking minutes.
- Circulating approved minutes, ensuring they are signed by the Chair of the Trustee Board.
- Checking that Trustees and Staff have carried out agreed actions on an on-going basis.

3. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
- Filing minutes and reports.
- Obtain and keep stock of informative literature.
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
- Keeping a record of the organisation's activities.
- Keeping a diary of future activities.

- Ensuring that all policies are up-to-date and version controlled

4. Communication and correspondence

- Responding to all committee correspondence.
- Filing all committee correspondence received and copies of replies sent
- Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters) and reporting the activities of the organisation and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
- Preparing a report of the organisation's activities for the year, for the Annual General Meeting.

Qualities, skills & knowledge required

A good Management Committee Secretary will:

- be methodical, with a good eye for detail,
- be well organised, with an orderly mind,
- bring objectivity to the proceedings,
- deal promptly with correspondence,
- be able to take accurate notes of meetings,
- make sure members receive all the necessary material,
- bring the necessary material to the meeting,
- work well with the Chair,
- ensure quorum is met for meetings, and
- have knowledge or experience of committee procedures.

Governing Documents – Further explanation

The Trustee Board must ensure that the organisation understands and complies with its own governing document.

When an organisation chooses its legal structure, it takes on a particular set of rules that govern how the organisation will operate. This is called your "governing document" but may be more commonly referred to as your constitution.

Your governing document provides essential information about your organisation including its:

- *Purpose (objects),*
- *Activities it can be involved in,*
- *Beneficiaries (who can benefit from your work),*
- *Geographic area you can work within,*
- *Powers of the Trustees,*
- *Rules for running meetings,*
- *Voting procedures,*
- *Election of the management committee,*
- *Election of office-bearers,*
- *Financial requirements, and*
- *Winding down (closure).*

Governing documents must be formally approved. This approval process generally requires the document to be:

- *Adopted at a meeting e.g. Annual General Meeting (AGM),*
- *Signed by the Trustee members (those in office when it is adopted), and*

- *Dated the day of the meeting at which it was agreed.*

It is essential that minutes of the meeting be recorded to show that the document has been formally agreed. The Trustees are then responsible for ensuring that the governing document is put into practice.

**For further information please contact Sue Pitt, Chair of Trustees:
sue@ashfordmediation.co.uk or on 07845 914838.**