

## **ROLE DESCRIPTION FOR THE CHARITY SECRETARY OF THE COMMITTEE**

### **Overall Purpose**

The charity secretary is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-committees, providing assistance and support to the chair of the board of trustees.

The charity secretary may also be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.

The charity secretary should be responsible for keeping the 'conscience' of the charity, by way of ensuring that the trustees continue to take decisions and act in line with the governing document, and comply with the relevant legislative and regulatory requirements the charity is subject to.

### **Main Responsibilities**

- To liaise with the chair to plan, arrange, produce and circulate agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the governing document.

### **Main Duties**

- Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Being an initial point of contact for stakeholders and interested parties.
- Acting as a counter signatory on charity cheques (including any electronic transactions) and any applications for funds.
- Creation of the Croft Pre-School Newsletter once per half term in association with the Pre-School Manager and Committee Chairperson.
- Writing of letters to businesses requesting support for fundraising events and thank you letters as appropriate.
- General administrative support to the Committee Chairperson as and when the need arises
- Acting as co-ordinator for all policy updates and reviews.

## ROLE DESCRIPTION FOR THE CHARITY SECRETARY OF THE COMMITTEE

The charity secretary is a key member of the senior management team appointed by the board of trustees as an officer of the charity with specific responsibility to the entity, as a whole, for its sound governance and for the guidance of the board in its responsible and effective execution of duties.

### Reporting Guidelines

**1. The charity secretary is responsible to the board as a whole and is accountable to the board through the chair on all matters relating to their duties as an officer of the charity (core duties).**

As the person appointed to lead the board of trustees, the chair is the person to whom the charity secretary reports with respect to responsibilities which concern the board.

**2. In addition to the core duties mentioned above, the charity secretary has other executive or administrative duties, they should, as regards those duties, report to the Pre-School Manager or such other member of the team to whom responsibility for that matter has been delegated by the board.**

The charity secretary should not report to an individual trustee (except the chair) on any matter unless responsibility for that matter has been delegated to that trustee by the board.