



Job Description for Secretary

Role

To ensure that the conduct of the Society complies with all relevant requirements of charity and company law; and to support the President by ensuring the smooth functioning of the Trustee Board.

Responsibilities

- To facilitate the good governance of the Society
- To ensure that legal and regulatory requirements of reporting and public accountability are brought to the trustees' attention and are complied with
- To ensure that all Board and Board Committee meetings comply with the requirements of the governing documents (Articles and Regulations)
- Ensure that proper arrangements are made for the calling, conduct and recording of both Trustees' and General Meetings
- Ensure good governance is maintained around the Society's nominations and awards processes, both for internal and external appointments and awards.

Duties: Governance

- Advise and guide the Trustee Board of any governance, legal and regulatory implications of the Society's strategic objectives
- Act as custodian of the governing documents, in liaison with the other Trustees and the CEO, and monitor that the Society's activities reflect the objects set out in the governing document
- Supporting the Trustees in fulfilling their duties and responsibilities and lead, with the assistance of the President and senior staff where appropriate, the development and implementation of procedures for board induction, development, training and appraisal
- Ensure necessary actions are taken in consequence of meetings
- Ensure any Subcommittees are run in line with the Articles of Association and Regulations and any other regulatory requirements and in accordance with best practice and their own Terms of Reference
- Ensure Trustees' decisions are implemented in accordance with the Society's governing document and other internal operational procedures
- Ensure that all matters relating to the admission and cessation of membership of the Society and the appointment or cessation of office of Trustees and officers are conducted in accordance with the Society's Articles and Regulations.
- Ensure required documents and information are provided to the Registrar of Companies and the Charity Commissioners
- Ensure the Society keeps statutory registers in compliance with the Charities Act 2011, the Companies Act 2006 and other relevant regulations and laws.

Duties: Nominations and Awards

- Chair the Nominations, Governance and Awards Committee
- Lead on the annual ACCEA awards process.

Duties: HR

- Line manage the CEO
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Board members
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support
- Sit on recruitment and disciplinary panels where appropriate and in line with the Society's agreed procedure.

Continued

Duties: Other

- Act as second signatory for payments over £2500.

Skills and Knowledge

- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Ability to commit time to conduct the role well
- Attention to detail
- Good independent judgment
- Commitment to the Society
- Experience of charity governance and working with or as part of a Board of Trustees (Desirable)
- Exhibit Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Time Commitment

- 4-5 Board Meetings per annum including an overnight retreat
- 2-3 meetings per annum of the Nominations, Governance and Awards Committee (some by telephone)
- Monthly sign off of new membership applications (online)
- Regular discussions with the CEO – every 2-3 weeks
- 2-4 hours a week on Society business.