

THE FLAT HOLM SOCIETY

ROLE DESCRIPTION - SECRETARY

OVERALL PURPOSE

The main role is to be responsible for the smooth and efficient running of trustee (committee) meetings and sub-committees, providing assistance and support to the Chair. The Secretary will have to work as a team with the other trustees to undertake the general management of the organisation and ensure compliance of Charity procedures and legislation.

MAIN RESPONSIBILITIES

- To attend trustee meetings and produce and circulate minutes to committee members
- To act as secretary and ensure that company law, charity law, and regulatory requirements are complied with.
- To ensure that all meetings comply with the requirements of the Constitution

MAIN DUTIES

- Arranging and administrating committee meetings and any sub-committees in line with legal, regulatory requirements and in accordance with the Constitution
- Acting as the custodian of the Constitution, reviewing its appropriateness and monitoring that the charity's activities reflect the objectives set out in the Constitution
- Supporting the committee in fulfilling their duties and responsibilities, organising trustee induction and ongoing training
- With the Chair, being the external point of contact for stakeholders and interested parties
- Can act as a counter-signatory on charity cheques and any applications for funds
- Ensuring the charity's stationery (e.g. letters, membership forms) cheques and other documents include all details required under company law and, if applicable, charity law
- Arrange for the Society to have a presence at events to promote the Society and the island
- Take a turn at organising members' events
- Look after the Flat Holm Society email account and respond to general queries
- Deal with any correspondence

