

Edridge Fund

Job Description

Job Title: *Secretary to the Trustees
(approx 10 hours per month)*

Accountable to: *Chair & Trustees of the Charity*

Role

The Secretary to the Trustees is responsible for the proper administration of the arrangements established by the Trustees for the conduct of the Charity's business and for the Charity's compliance with regulation and best practice. The Trustees meet on at least five occasions per year.

To discharge these general responsibilities the Secretary to the Trustees will have independent direct access to the Trustees and will be directly accountable to them via the Chair.

Responsibilities

1. *To arrange meetings of the Trustees, as required, including the compilation of agendas in consultation with the Chair. Ensure the collation of supporting documentation.*
2. *To attend meetings of the Trustees or any other meetings of Trustees and staff, as required from time to time, to provide appropriate advice upon governance and compliance issues where required.*
3. *The preparation and circulation of the minutes of Trustee meetings.*
4. *To be custodian of the standing decisions of the Trustees and to ensure that appropriate action is taken to implement the decisions of the Trustees.*
5. *To ensure that the details registered with the Charity Commission are kept up to date.*
6. *To prepare the Annual Report of the Charity, in conjunction with the Treasurer.*
7. *To arrange with the Chair the induction and training of new Trustees and staff.*
8. *To oversee the administration of the Complaints Procedure established by the Trustees.*
9. *To keep registers of the interests of the Trustees and appropriate staff, and of gifts received by Trustees and all staff, and to set in place procedures for declaration of interests.*

10. *To be the focal point for the receipt of all official communications to the Charity and to disseminate this information as required.*
11. *To be the named promoter for the small society lottery operated by the Charity and oversee registration with the relevant local authority.*
12. *To brief Trustees on any changes in regulatory requirements introduced by the Charity Commission. To implement any changes required to policies or procedures as a result.*
13. *To ensure that the Trustees conduct the business of the Charity in accordance with the Trust Deed, and facilitate advice on any proposed changes to the Trust Deed.*
14. *To undertake any other appropriate duties that the Trustees or the Chair may request*