



TRUST SECRETARY ROLE DESCRIPTION

<p>Key Tasks</p>	<ul style="list-style-type: none"> • Act as the Trust’s guardian, monitoring its affairs and giving impartial advice to protect the members’ interests by ensuring that the Trust’s constitution, policies and standing orders are followed properly and that the Trust is functioning properly in line with best practice. • Ensure that information about Trust activities is communicated to members through a website, social media channels, regular emails and meetings, etc. • Ensure that Trust members can view its constitution, policies and standing orders. • Ensure the Trust’s registration with the Financial Conduct Authority (FCA) and membership of the Football Supporters’ Association (FSA) are up to date. • Act as the first point of contact for those looking to join or seeking information about the Trust or wanting to correspond with it. • Deal with all outgoing and incoming correspondence. • Liaise with Trust’s Chair to arrange meetings. • Maintain a calendar of Trust meetings and events. • Prepare agendas in conjunction with the Trust’s Chair. • Ensure that notice is sent to all Trust members eligible to attend meetings, with relevant information before and afterwards. • Attend all Trust meetings, ensuring that votes and elections are conducted appropriately. • Keep Trust records and registers accurate and up to date, ensuring that minutes are kept of all Trust meetings. • In conjunction with other Trust Board members prepare and submit reports to the FCA and the FSA.
-------------------------	---

	<ul style="list-style-type: none"> • Ensure that Trust Board members review the insurance cover that should be taken out in respect of the Trust’s activities. • Take advice from other sources including legal and financial advice (such as from the FSA) where this is necessary and where the Trust Board does not have the required expertise. • Ensure that any delegated responsibilities e.g. minute taking, membership database updating, etc are carried out timely and effectively. • Responsible for supervision of the Membership Secretary, the Minutes Recorder and any other individuals or teams to whom responsibilities are delegated. • Follow the guidance issued to Secretaries by the FSA.
Qualities required	<ul style="list-style-type: none"> • Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership • Commitment to the values of the Trust • Commitment to support all motions and initiatives undertaken by the Board • Commitment to undertaking all key tasks defined in the Secretary’s job description • Strength of character to ensure that the membership’s interests are protected
Skills required	<ul style="list-style-type: none"> • An understanding of the Trust movement and the aims and objectives of the Trust • Management skills • Administrative skills • Well organised, conscientious and a good co-ordinator • Have tact and discretion • Communication skills • Be methodical and reliable • Be able to maintain confidentiality • Be able to react to opportunities and make decisions
Responsible to	<p>The role holder must comply with identical provisions to those governing Trust Board Members, as set out in the Trust’s policies for:-</p> <ul style="list-style-type: none"> • Board Membership & Conduct • Data Protection • Discipline • Equality & Diversity • Media Use. <p>As such, the role holder is responsible to:-</p> <ul style="list-style-type: none"> • the Supporters Trust board • the Supporters Trust’s Chair • the Supporters Trust membership.