



HAMPSHIRE ARCHIVES TRUST

Secretary - Role Summary

- Management of formal meetings
- Charity Commission compliance.
- Public promotion of the Trust
- Relations with associated organisations

Main responsibilities of the Secretary

Board of Trustees/Executive Committee meetings

- Arrange dates of meetings of Board of Trustees/Executive Committee
- Prepare agendas for Chair's approval, consulting other trustees as necessary
- Collate and prepare meeting papers and reports
- Ensure that agendas and accompanying papers are circulated in good time
- Attend meetings, take notes and prepare minutes for Chair's approval
- Ensure that minutes are circulated as soon as possible after each meeting

Charity Commission

- Receive Charity Commission newsletter and circulate them to trustees
- Ensure that Annual Returns are completed and returned on time, together with copies of Annual Report and Accounts
- Ensure that the Charity Commission Annual Return is completed by the Treasurer in accordance with Charity Commission requirements
- Update the Trust's details on the Charity Commission website

Annual Report and Annual General Meeting

- Arrange the date of the AGM
- Ensure preparation of the Annual Report

Public Relations

- Along with other trustees and staff, be prepared to represent the Trust at public meetings and fundraising events

Insurance

- Ensure that all policies are kept in operation and that Trust's brokers are kept informed of any change circumstance that may have implications for the level of risk
- Ensure that all concerned are aware of the need to report immediately any occurrence or accident that might arise to a claim

Policies and procedures

- Hold and keep up-to-date all the Trust's policies and procedures and ensure that the copies are made available as needed

Business Plan

- Hold and update the Trust's business plan as agreed by the Board of Trustees/ Executive Committee

Promotion of the Trust

- Co-ordinate with other trustees regarding the promotion of Trust