

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

SECRETARY

Grade: Director

Hours: N/A

Location: Reachout With Arts In Mind, Unit 27 & 28, Lime Tree House
Alloa FK10 1EX

Report to: N/A

Accountable To: Board of Directors

Main Duties and Responsibilities

All charity trustees have a legal requirement and responsibility under the Charities and Trustee Investment (Scotland) Act 2005 to follow the general and specific duties detailed in the Act.

The general duties are –

- You must act in the interests of the charity
- You must ensure the organisation operates in a manner consistent with the charity's purpose
- You must act with care and diligence
- You must manage any conflict of interest between the charity and any person or organisation who appoints charity trustees

The specific duties are –

- Charity details must be kept up to date on the Scottish Charity Register
- OSCR must be kept informed of all changes relating to the charity
- Financial records and reporting must be submitted each year
- Taking control of how the charity raises funds
- Information about the charity must be made public

To ensure the due diligence of the organisation, the role of Treasurer is a strategic one, where the Treasurer ensures that the organisation generates with appropriate sign off the following documents.

- Annual General Meeting Minutes (Proposed and Seconded)
- Board Meeting Agenda, Minutes and Supporting Information (Proposed and Seconded)
- All declarations and signoffs are up to date.

The Secretary will delegate the production of meeting minutes to the Finance and Governance Manager.

The Secretary is also responsible for the following.

- Ensure the Memorandum and Articles represents the practices of the organisation (fiduciary).
- Understanding the reporting, returns and legal requirements of the regulator (OSCR) and Companies House.
- Ensuring that all returns to HMRC are completed timeously.
- The minutes are accurate and represent the discussions and decisions taken.

The Secretary may delegate the above to the Finance and Governance Manager but must ensure that the above is done and minuted at Board Meetings.

The Secretary should be able to articulate the Governance and Strategy of the Organisation.

Qualities

- An ability to make and take decisions in a timely manner where required
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality
- Good team player

Other Advantageous Qualities

- A knowledge of the third sector and its legal requirements
- An understanding of mental ill health and disability and the impact it can have on individuals and community

PLEASE NOTE:

The above list of duties and responsibilities is not exhaustive and a range of additional tasks may be required on an ad hoc basis. While the traditional role of the secretary is to administer and minute board meetings and AGMs, deal with correspondence and monitor key action points and decisions, these responsibilities are, and will continue to be, performed by the Finance & Governance Officer.

