



Aniridia Network UK

Secretary role

The Secretary is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-committees, providing assistance and support to the chair of the board of trustees.

The Secretary may also be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.

The Secretary should be responsible for keeping the 'conscience' of the charity, ensuring that the trustees continue to take decisions and act in line with the constitution, and comply with the relevant legislative and regulatory requirements the charity is subject to.

Main Responsibilities

- To liaise with the chair to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity Secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the constitution.

Main Duties

- Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the constitution
- Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- Acting as the custodian of the constitution, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the constitution. Also, to act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Ensuring that trustee decisions are implemented in accordance with the charity's constitution or other internal operational procedures.
- Being an initial point of contact for stakeholders and interested parties.
- Acting as a counter signatory on charity cheques (including any electronic transactions) and any applications for funds.
- Ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under law.
- Managing various other functions of the charity, including estates, personnel, finance, pensions, money-laundering, and data protection, as delegated.