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**Role Description - Secretary**

**Specific Duties and Responsibilities**

* Prepare agendas in consultation with the Chair and Charity Manager
* Make all arrangements for meetings
* Circulate agendas and supporting papers in good time
* Receive agenda items from Trustees and employees
* Check that a quorum is present at meetings
* Minute the meetings, circulate the draft to all Trustees, ensuring they are signed by the Chair once approved
* Check that Trustees/Employees have completed action points
* Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings
* Sit on appointment, disciplinary and grievance panels as required

Some of the tasks above may be delegated to a member of staff however the Secretary must ensure they are carried out.

Trustees for LDVG have responsibility for governance of the Charity and overseeing the management and administration of the organisation. Trustees have, and must accept, ultimate responsibility for directing the affairs of LDVG, ensuring that it is solvent and well run, delivering quality services for people in Larkhall and District for which it was set up. Trustees are accountable for their decisions and actions to the public, funders and service users.

**Time Commitment**

The Board meets approximately 12 times per year normally from 2.00pm until 4pm. There will, from time to time, be the opportunity for Trustees to join sub groups such as Fundraising, HR, Finance & Evaluation and Research which meet outwith the main Board meeting. Trustees are also expected to attend the AGM, which is normally held in the summer.

Communication between meetings usually takes place by e-mail, letter or occasional phone call.

**The general responsibilities of this role include -**

**Governance**

* To be an active member of the board, helping to give the organisation strategic direction
* To actively contribute at board meetings and help to monitor the implementation of decisions taken at meetings
* Contribute to the setting of policy, objectives and adherence to, thereafter
* Ensure the financial stability of the organisation and ensure sound risk management
* To approve audited accounts
* To protect and manage the property of the charity
* Ensure the organisation complies with its governing document, charity law and other relevant regulations
* Ensure compliance with OSCR and charity law, ensuring annual returns and accounts are submitted in a timely manner
* The requirement for Trustees to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

**Leadership**

* Safeguard the good name and the values of the charity
* Raise the public profile of the organisation
* Provide leadership to support staff to deliver high quality services at all times, as well as manage periods of change or difficulty
* To represent LDVG as necessary
* To develop and approve the organisation's vision and values.
* To promote the reputation of the organisation.

**Strategy**

* To review and agree any major changes to the organisation
* To regularly assess the environment and develop the organisation's business strategy
* To agree the annual organisational plan, implementing the business strategy.

 **Performance Management**

* To monitor and assess the organisation's results in relation to the agreed strategy, budget and plan
* To agree alternative action to remedy shortfalls in performance.

 **Risk Management**

* To monitor a robust overview of the principle risks facing the charity
* To exercise scrutiny over the charity's risk management systems
* Use funds wisely, and only to further the purposes and interests of the charity
* Exercise reasonable care and skills as Trustees, using personal knowledge and experience to ensure that LDVG is run effectively and efficiently