**Job Description**

**Job Title** Honorary Secretary

**Responsible to** Trust Council

**Purpose of the post** To ensure, with other honorary officers, that the Trust operates within its constitutional framework and that it carries out its business smoothly.

**Key duties**

* To act as the Company Secretary.
* To register Trustee appointments and resignations with the Charity Commission and Registrar of Companies.
* To maintain, update and circulate the audit of Trustees’ skills and knowledge to Trustees and staff soon after each Annual General Meeting.
* To ensure that the Report and Accounts are inputted to the Charity Commission Website.
* To act as a Director of the Trust for the purposes of the Companies Acts and other legislation relating to the management and administration of companies as it affects the Trust.
* To ensure that the annual return for the Company is lodged at Companies House.
* Organise General Meetings of the Trust.
* To keep the Governance Handbook and monitor and advise Council on its governance documents.
* To circulate the agendas and minutes of the Annual General Meeting and any Extraordinary General Meetings.
* To manage the Trustee election and induction process.
* Required, when requested by the CEO, to review, monitor and support, commercial and contractual aspects of significant undertakings.

**Person Specification**

In addition to the qualities needed by all Trustees, the Secretary should also possess the following;

* Organising ability.
* Knowledge or experience of business and committee procedures.