



## **Job Description**

<b>Job Title:</b>	Clerk to Board of Trustees
<b>Responsible to:</b>	Chair of the Board
<b>Responsible For:</b>	Administration of Board matters
<b>Hours of work:</b>	Average of 4 hours per month. Attendance is required at 10 evening meetings per annum, usually held on Mondays.

### **Main job purpose**

1. To provide advice to the governing body on governance, constitutional and procedural matters
2. Provide effective administrative support to the governing body and its committees
3. Ensure the governing body is properly constituted
4. Manage information effectively in accordance with legal requirements

### **Provide advice to the governing body**

- Be familiar with the constitution of the charity.
- Advise the trustees on governance legislation and procedural matters where necessary
- Act as the first point of contact for trustees with queries on procedural matters;
- Access appropriate legal advice, support and guidance from third parties on behalf of the charity Board of Trustees as required.
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of governing body meetings and tasks
- Send induction packs to new trustees and ensure they have access to appropriate documents

**Unit 5, Britannia Estate, Legrave Road, Luton LU3 1RJ**

**Registered Charity Number: 1091474.**

**Office Telephone Number: 01582 420800. E-mail: [info@familiesunitednetwork.org.uk](mailto:info@familiesunitednetwork.org.uk)**

**[www.familiesunitednetwork.org.uk](http://www.familiesunitednetwork.org.uk)**

## **Effective administration of meetings**

- With the chair prepare a focused agenda for the Board meeting – this will include reviewing committee minutes to ensure all relevant items are included
- Liaise with staff preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the board of trustees
- Record the attendance and apologies of trustees at meetings, and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting
- Draft minutes of Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair.
- Circulate the reviewed draft to all trustees (members of the committee), and senior staff.
- Maintain the Risk register and Action log in accordance with the board discussions.
- Follow-up any agreed action points with those responsible within the minutes and action log and inform the chair of progress.

## **Manage Information**

Maintain up to date records of the names, addresses, category and date of appointment of board members, and inform the governing body and any relevant authorities of any changes to its membership.

Maintain a record of signed minutes of meetings.

Maintain records of board of trustee correspondence.