
Job Description

Job Title:	Clerk to the Board of Trustees
Location:	Pavilion in the Park, OCRA
Responsible To:	Chair of the Board of Trustees
Responsible For: -	
Principal Contacts:	Trustees General Manager Administrative Staff

Job Purpose

To provide advice to the Board of Trustees on governance, constitutional and procedural issues. Liaise with the General Manager/Administrative staff to ensure the effective administration of all activities associated with the conduct of meetings, membership and information management.

Main Areas of Responsibility

1. Advise the trustees on governance legislation /Codes of Practice and procedural issues where necessary, before, during and after meetings; and offer advice on best practice including on committee structures and self-evaluation.
2. Advise on the annual calendar of meetings for Stakeholder, Member, Co-opted, & Management Trustees.
3. Ensure new Trustees receive induction materials, have access to appropriate documents including Codes of Practice & that DBS has been carried out where appropriate; contribute to the induction of Trustees taking on new roles.
4. Prepare a focused agenda for each meeting, ensuring that all relevant documents are available and circulated at least 7 days in advance of the meeting.
5. Ensure meetings are quorate unless circumstances make this impossible – this to then be recorded.
6. Record the attendance of Trustees at meetings and any apologies (including whether accepted or not) and take appropriate action in regard to absences.
7. Draft minutes of Trustee meetings, indicating who is responsible for any agreed action; circulate draft minutes for review, and circulate reviewed draft to Trustees within agreed timescales; follow up on agreed action points with those responsible.
8. Maintain up-to-date records of the names, addresses, contact details etc and category of the Trustees together with their terms of office.
9. Clerk any appeal committee/panel required to be set up by the Board of Trustees.
10. Undertake relevant training to update knowledge & skills and to improve practice.
11. Carry out any other duties and responsibilities appropriate to the nature of the job role.

PERSON SPECIFICATION

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Date Prepared: Feb 2025

ATTRIBUTES	ESSENTIAL	DESIRABLE
Health/Physical	Ability to attend on regular basis Visual & aural acuity Evening working	
Experience	IT competent user – Microsoft or equiv. Word, Outlook Organised, methodical working Accurate minute-taking in one or more formats for different purposes Work with minimal supervision	Committee/Board/senior management support role/s Charity Corporate Governance practice & procedures
Skills/Knowledge (General)	Organisational, Planning & Prioritisation skills Detail conscious Initiative Work to deadlines/under pressure Team working Self-motivated	
Skills/Knowledge (Specialist)	Speedwriting/shorthand or personal system of detailed note-taking	
Education & Qualifications	Concise verbal, written & numeracy skills evidenced by educational and/or business –relevant qualifications, or equiv. experience	Current Full UK Driving Licence/other means to ensure ability to attend evening Board Meetings
Interpersonal & Social	Form & sustain constructive working relationships Relate to a wide range of people at all levels Self-awareness	