



### **Secretary: Pinn Medical Centre Patients' Association**

- Remuneration:** The role of Secretary is not accompanied by any financial remuneration, although expenses for travel may be claimed
- Location:** Pinn Medical Centre, 37 Love Lane, Pinner. HA5 3EE
- Time commitment:** Minimum requirement to attend 4 Board meetings per year including an AGM. The Secretary may also be expected to be present at various events and meetings with key stakeholders.
- Reporting to:** Board of Trustees

#### **Job Description**

##### **General responsibilities**

- To ensure that the charity complies with its governing document, charity law and any other relevant legislation or regulations;
- To ensure that the charity pursues its objects as defined in its governing document.
- To ensure the charity applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity;
- To act as the main contact point for the Charity Commission, making the Annual Return, and keeping the Charities Details up to date;
- To liaise as necessary with the Information Commissioner's Office.

##### **Additional duties of the Secretary**

Either personally or by delegation, the secretary should:

1. Receive agenda items from other Trustees/staff of the PMC
2. Prepare agendas in consultation with the Chair
3. Circulate agendas and supporting papers in good time
4. Make all arrangements for meetings
5. Check that a quorum is present
6. Minute the meetings and circulate the draft minutes to all Trustees
7. Ensure that the minutes are signed by the Chair once they have been approved
8. Check that Trustees and staff (PMC) have carried out action agreed at a previous meeting
9. Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings
10. Sit on recruitment and disciplinary panels as required.