

# Job Description

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**Job Title: Clerk to Trustees**

## **Overall Purpose**

Advise the Governing Body on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a Governing Board and its Committees.

Equality

Empowerment

Respect

Sustainability

## **Core Duties:**

- Administrative and organisational support
- Guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.
- Advice on procedural matters relating to the operation of the Board (as per the terms of reference)
- The clerk provides or seeks independent and expert advice to the Governing Board on its duties and functions, contributing to the efficient conduct of the Board by:
  - Advising the Board on its core functions
  - Advising the Board on relevant legislation and procedural matters where necessary before, during and after the meetings
  - Knowing where to access appropriate legal advice, support, and guidance.
  - Seek advice and guidance from third parties on behalf of the Board where necessary.
  - Informing the Board of any changes to its responsibilities as a result of a changes in charity status, or changes in the relevant legislation
  - Ensuring that statutory policies are in place and highlight when staff need to review them.
  - Advise on the annual calendar of Board meetings and tasks.
  - Facilitate new Trustee induction and ensuring they have access to appropriate documents, including any agreed code of conduct.
  - Contributing to the induction of Trustees taking on new roles, in particular, Chair of the Board or Chair of a Committee
  - Anticipate issues which may arise and draw these matters to the Chair's attention.

## **Organisation and Administration of meetings:**

The clerk prepares for and administrates meetings, allowing the Board to make effective use of their time and focus on strategic matters. The clerk supports the smooth and effective running of these meetings by:

- Working with the Chair and Principal to prepare a focused agenda for the Governing Board meetings and Committee meetings.
- Liaising with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation.

- Ensuring meetings are quorate, inclusive and well-structured and keeping an accurate record of attendance at meetings (including apologies).
- Drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the Board.
- Circulating the reviewed minutes to all Trustees/members of the Committee, the other members and other relevant bodies within the timescale agreed with the Board.
- Following-up on any agreed action points with those responsible and informing the Chair of progress.

### **Trustee Board membership:**

Effective Boards need members with the right skills, experience, qualities and capacity. In order to support the Board's proper constitution, it is the responsibility of the clerk to:

- Advise Trustees in advance of the expiry of a Trustee's term of office and the impact of this on the Board's capacity, diversity, and skills mix.
- Establish, in discussion with the Board, open and transparent vacancy filling processes and efficient procedures for election and appointment.
- Give procedural advice concerning conduct of Trustee elections and assist with election procedures.
- Collate, maintain, and ensure correct publication of information about Trustees such as any pecuniary interests.
- Liaise with Human Resources to ensure Disclosure and Barring Service (DBS) and other relevant checks are conducted on any members of the Board where it is appropriate to do so.
- Maintain a record of training undertaken by members of the Board.

### **Managing information:**

The clerk supports the Board in maintaining records of policies and procedural documents and ensures these are accessible. This requires the clerk to:

- Maintain up to date records of the names, addresses and category of Board members and their term of office, and inform the Board and any other relevant authorities of changes to its membership.
- Maintain copies of current terms of reference and membership of any committees, working parties and any Trustees with specific oversight of an area e.g. Safeguarding.
- Maintain records of Board correspondence.
- Ensure copies of statutory policies and other documents approved by the Governing Board are kept in the College and published as agreed. For example, on the website.

### **Relationships and development:**

Good relationships between the clerk and members of the Board are essential for open communication. Clerks also have a role to play in supporting and advising the Board on their self-assessment and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- Developing and maintaining professional working relationships with the Chair, the Board and College Leaders.
- Contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development.
- Continuing professional development in the role of clerk should include:
- Undertaking appropriate and regular training to maintain knowledge and improve practice.
- Keeping up to date with current educational developments and legislation affecting college governance.

# Person Specification

## Education & Qualifications

Attribute	Criteria	Evidence
Minimum of a Level 3 qualification/A-Levels or equivalent	Essential	App form / certificate / interview
Level 2 qualification in English and Maths	Essential	App form / certificate / interview

## Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Excellent IT skills	Essential	App Form / Interview
Experience of working with Outlook, Word and Excel and systems		
	Essential	App Form / Interview
Attention to detail and ensure accuracy	Essential	App Form / Interview
Excellent organisational and self-management skills	Essential	App Form / Interview
Experience of producing accurate and detailed meeting minutes, organising meetings, events and preparing agendas	Essential	App Form / Interview
Experience of maintaining accurate records and creating professional documents and correspondence	Essential	App Form / Interview
The capability to assimilate knowledge in order to seek and provide advice	Essential	Interview

## Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Excellent communication and interaction skills	Essential	App Form / Interview
Highly organised and prioritise work tasks	Essential	App Form / interview
Self-motivated and proactive approach	Essential	Interview
Flexible approach to work and able to respond to the needs of our Trustees	Essential	Interview

*Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.*