



SECRETARY - ROLE DESCRIPTION

1. Introduction

The Trustee's responsibilities and obligations are described in the statutes (*Estatutos*) and the document "Trustee - Role Description and Person Specification" [2015-2].

2. Principle responsibility

The principle responsibility of the Secretary is to ensure the smooth and efficient running of the meetings of the Board of Trustees (BoT) and any sub-Groups to the BoT, providing assistance and support to its members.

The Secretary is appointed by BoT with specific responsibility to the organisation as a whole for its sound governance and for the guidance of the BoT in the responsible and effective execution of its duties.

The Secretary is responsible to the BoT as a whole and not to any individual.

3. The Secretary will:

- (i) Liaise with the President to plan, arrange and produce Agendas and supporting papers for the meetings of BoT and for drafting the subsequent Minutes.
- (ii) Act as Secretary and, with relevant professional advice if appropriate, ensure that the organisation complies with the requirements of its *Estatutos* and the law of Spain.
- (iii) Ensure that all meetings comply with the requirements of the *Estatutos*.
- (iv) Ensure that the Trustees continue to take decisions and act in line with the *Estatutos*.

4. The role and main responsibilities of the Secretary

- a) Arranging and administering meetings of BoT and any sub-Groups to BoT in line with legal and regulatory requirements, and in accordance with the *Estatutos*. Ensure that all meetings are minuted and that the minutes are maintained in the archives with signed copies, and that all sub-Groups are properly constituted and provided with clear Terms of Reference.
- b) Advising and guiding the Trustees, after taking relevant professional advice if appropriate, of any legal and regulatory implications of the organisation's Strategic Plan or other actions.
- c) Acting as the custodian of the *Estatutos* and of the *Internal Regulations for the Management of Samaritans in Spain*, reviewing their appropriateness, and ensuring that the organisation's activities reflect the objects set out in the *Estatutos*. Also, to act as the holder of statutory registers and other legal and important documents such as insurance policies and the Minutes of Trustee meetings.
- d) Supporting the Trustees in fulfilling their duties and responsibilities.
- e) Ensuring that decisions of BoT are implemented in accordance with the organisation's *Estatutos* or other internal operating procedures.
- f) Liaising with the President and the Treasurer in the preparation of the Annual Report & Accounts.
- g) Ensuring that General Assemblies are held in accordance with the requirements of the *Estatutos*; obtaining internal agreement to all documentation for circulation to the Trustees; preparing and issuing notices of meetings, and distributing proxy forms. At meetings, ensuring that proxy forms are properly processed and that voting is carried out accurately, co-ordinating the administration and minuting of meetings.

h) Ensuring that the Annual Meeting of the Volunteers is held in accordance with the requirements of the *Internal Regulations for the Management of Samaritans in Spain*; obtaining internal agreement to all documentation for circulation to the Volunteers; preparing and issuing notices of meetings. At meetings, ensuring that any voting is carried out accurately, co-ordinating the administration and minuting of such meetings.

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