

Secretary: Job Specification

The Secretary is pivotal in maintaining the operational backbone of the Shrimpers Trust, ensuring that our governance structures and administrative functions are executed with the utmost efficiency and integrity. This role is vital for ensuring statutory compliance and the effective implementation of board decisions. Responsibilities include:

- **Statutory Compliance:** Ensure that the society complies fully with its statutory and regulatory obligations, maintaining records and documentation to uphold transparency and accountability.
- **Governance Promotion:** Advocate for and implement best practices in governance within the organisation, ensuring the board is reminded of and adheres to established rules and guidelines to protect members' interests.
- **Meeting Coordination:** Organise meetings, including Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs), managing the logistics, agenda, and documentation to facilitate efficient decision-making processes.
- **Policy Management:** Oversee the review and management of society policies, ensuring they are up to date, relevant, and effectively communicated to all members of the Trust.
- **Board Support:** Act as a key liaison between the board and members, ensuring decisions are promptly and accurately implemented, and that board members are supported in their roles, with access to necessary information and resources. Coordinator of Election processes.
- **Documentation and Record-Keeping:** Maintain meticulous records of minutes, decisions, and policies, ensuring they are accessible for review and compliant with legal and organisational guidelines.

The ideal candidate for the Secretary position will possess strong organisational skills, a keen attention to detail, and a profound understanding of governance and regulatory compliance as they relate to non-profit or community organisations. Excellent communication skills, both written and verbal, are essential, as is the ability to manage multiple tasks efficiently and to foster a cooperative and supportive relationship with other board members and stakeholders.