



Job Description

Job Title: Clerk to the Trust Board

Responsible to: Chair of Trustees

The Clerk will report to the Chair of the Trust and liaise and negotiate closely with the College Principal.

Role Purpose

The Clerk to the Committee will;

- Provide advice to the Committee;
- Act as the first point of contact for Trustees with queries on procedural matters;
- Advise the Committee on governance & charity trust legislation and procedural matters where necessary before, during and after meetings;
- Where necessary seek advice and guidance from governance forums and charity trust policy on behalf of the Committee;
- Inform the Committee of any changes to its responsibilities as a result of a change in requirements from the Trust or changes in relevant legislation;
- Advise on requirements regarding statutory policies and ensure appropriate reviews by the Committee are undertaken on a timetable format;
- Formulate and maintain an annual calendar of meetings and forward-looking agenda;
- Assist with the onboarding of new Trustees and ensure mandatory requirements for being a Trustee are met; ensure that an appropriate induction program is provided for all new Trustees;
- Maintain accurate database of information for Trustees;
- Provide administration of meetings;
- Using the forward-looking agenda, prepare a focused agenda for Committee meetings in conjunction with the Chair and the College Principal;
- Liaise with those individuals preparing papers to ensure that they are available on time and distribute the agenda and papers as required by the Terms of Reference;
- Ensure that the terms of reference for committees and subcommittees are regularly reviewed and verified by the trust board.

- Ensure meetings are quorate;
- Record accurate minutes including the attendance of Trustees at meetings (and any apologies). Take appropriate action in relation to absences, including advising absent Trustees of the date of the next meeting;
- Review and co-ordinate matters arising and ensure accurate tracking of actions to completion.

In order to perform this role well, a Clerk is expected to;

- Attend induction training, Clerk briefings and regular relevant training;
- Attend meetings and read all meeting materials ahead of the meeting;
- Behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence.
- Act as the key link between the Chair of Trustees and the College Principal regarding all trust meetings.

Travel expenses between your normal place of work and meeting venues will be reimbursed at the standard non-taxable rate of 45p per mile.

Administrative IT will be available to the successful appointment.