JOB TITLE: NATIONAL SECRETARY

JOB SUMMARY

Overall responsibility for the implementation and execution of all secretarial and administrative matters of the Association, in keeping with the Purposes and Objects of the Association. In addition to identify and mitigate potential risks that could negatively impact the Association.

RESPONSIBLE TO

Board of Directors.

DIRECT REPORTS

Honorary Solicitor
Honorary Archivist

RESPONSIBILITIES AND DUTIES

Oversight of Rules, Policies and Procedures, and Articles of Association

- Publication of Articles of Association on the Association website
- Publication of current Association rules on the Association website
- Receiving any changes to the rules that may be proposed and ensuring that these are presented to the Board of Directors and/or AGM for approval.
- Advising the Board of Directors, Management Board and affiliated clubs in instances where there is any query about the interpretation of the rules. This may involve seeking the advice of the Honorary Solicitor.

Management of Annual General Meeting

- Notifying the membership of the date, time and place of the AGM, and seeking nominations for Board positions and resolutions from affiliated clubs, in accordance with the rules.
- Circulation of the agenda and order paper to the membership within the stipulated timescales.
- Ensuring that those attending as voting delegates are notified of the registration procedure.
- Preparation of the AGM Minute-by-Minute, in conjunction with the National President
- Preparation of the backdrop slides to accompany the minute-by-minute.
- Ensuring that key attendees are invited, and recording any apologies for absence
- Ensuring that the proceedings are livestreamed to members who wish to observe online
- Ensuring that online voting delegates are advised of the procedures for voting.

- Ensuring that the meeting is recorded, and the minutes are prepared and circulated from the recording.

Management of Board of Directors, Management Board and other meetings as appropriate

- Agreeing with the National President the dates and start times of meetings. Locations to be advised by the National Fellowship Officer.
- Preparation of agenda and other relevant papers for the meeting
- Recording those present and any apologies for absence
- Taking minutes and circulating these to the Board members as appropriate.

Point of contact with RTBI Administrative staff

- Liaise with the RTBI National Secretary and Board regarding service level agreement for the provision of administrative services by RTBI staff.
- Point of contact with RTBI administrative staff.

Responding to queries from within and outside the Association

- Responding to ad-hoc queries from the wider membership and external sources, forwarding the query on as appropriate.

Other duties

- Liaison with Royal British Legion for places at the Cenotaph procession, and submission of nominations for allocated places as determined by the National President.
- Signing of contracts on behalf of the Association which have been entered into, for example conference and fellowship event venues, insurance, National President's car.
- RTBI administration agreement and other contracts as required.

41 Club is a Company limited by guarantee. The President is designated as a Company Director, and Chair of the Board of Directors and Management Board. As such the President will be required to meet the requirements placed on Company Director's as defined in the accompanying job description entitled "Main Board Director".

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Good IT skills, particularly in the use of Microsoft Word, Excel and PowerPoint
- Tact and diplomacy when dealing with interpersonal situations and disagreements
- Familiarity with management of a company limited by guarantee
- Familiarity with GDPR and other relevant information management legislation
- Ability to exercise judgement around sensitive issues
- Ability to think creatively
- Excellent written, verbal and interpersonal communication skills

Desirable

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Key Activities

- As a member of the Board of Directors, the Management Board implements decisions made by Board Members and carry out the business of the Association.
- Be responsible for all secretariat matters of the Association.