



# Role Description for the Board Secretary

Adopted by the Trustee Board  
July 2015

## Overview

The role of Secretary is to lead in the provision of advice the Trustee Board to ensure the effective governance and compliance with all the requirements of the law, the HBA's governing document and good governance practice responsibilities.

The Secretary will normally be a Trustee of the HBA and, therefore, this role description is to be read in conjunction with and is in addition to the generic role description for HBA Trustees.

## Duties and responsibilities:

1. To fulfil the role of Company Secretary.
2. To ensure compliance with company and charity law.
3. To act as the main contact with the Charity Commission and Companies House.
4. To call and arrange the Association's meetings.
5. In conjunction with the Chair of Trustees set the Agenda for all Trustee Board Meetings and General Meetings.
6. To distribute all information, reports and other material relating to Trustee Board Meetings and General Meetings and other appropriate business of the Association.
7. To ensure that the minutes of all Trustee Board Meetings and General Meetings and taken and prepared.
8. To prepare the Annual Report and review in conjunction with the Chair and Treasurer.
9. To prepare appropriate reports to the Trustee Board in an appropriate format as requested by the Board.
10. To facilitate the active sharing of information amongst the Trustee, especially that relevant to effective governance and compliance.

## Limits to authority:

The post holder may not, without the consent of the Trustee Board, enter into any agreement or contract with any other person, organisation or company. The post holder may not order any goods or services outside of a budget approved by the Trustee Board, without the express consent of the Chair and the Treasurer.

The post holder may, with the prior approval of the Trustee Board, appoint volunteers to aid them in the fulfilment of the post.

**HBA - supporting Hospital Broadcasting in the UK**  
For more information see [www.hbauk.com](http://www.hbauk.com), e-mail [info@hbauk.com](mailto:info@hbauk.com), or call 0300 121 0500.

HBA is the trading name of the National Association of Hospital Broadcasting Organisations.  
Registered in England and Wales as a company limited by guarantee (No. 2750147) and a charity (No. 1015501).  
Registered Office: Avebury House, St Peter Street, Winchester, SO23 8BN

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### **Reporting structure:**

The post holder is directly responsible to the Chair of the Trustee Board for the specific areas of responsibility listed above, and collectively responsible, along with the other Trustees, to the membership for the overall management and administration of the Association.

### **Provision of materials:**

The post holder will be furnished with reasonable material required to carry out their role. This equipment remains the property of the Association and must be returned to the Trustee Board in good condition on conclusion of their term of office.

### **Out of pocket expenses:**

The post holder will be reimbursed for reasonable "out of pocket" expenses incurred in the fulfilment of the requirements of the post. These include postage costs, telephone calls, travel costs (including Trustee Board meetings). Application may be made to the Treasurer in advance of any exceptional expenditure that may be needed.

### **Recognition of effort:**

HBA appreciates that everyone involved in hospital broadcasting does so as a volunteer and without reward. Whilst it recognises this and appreciates the free time and commitment individuals give to support the work of the Association, it must consider the overall needs and objectives both of the Association and its members. It is therefore expected that anyone holding office in the Association will give the time required to carry out their duties in a professional and businesslike manner, and that they will conduct themselves in a proper and fit manner at all times when representing the Association.

### **Normal term of office:**

3 years from election/appointment.

### **Personal specification:**

Whilst it is appreciated that anyone is eligible to stand for election to the post, it is appropriate that they should have the skills/time needed to fulfil the requirements of the post. The following is a guide to the level of expertise that would help ensure this is the case:

#### **Essential**

- Good working knowledge of the requirements of charity and company legislation.
- A team player, but able to work on their own without direct support.
- Ability to think and plan strategically.
- The time available to fulfil the requirements of the post.
- Committed to hospital broadcasting at a national level.
- Committed to the provision of effective services to member stations.
- Willing to allow the publication of a telephone number, enabling members and colleagues direct contact.
- Contactable during normal office hours in an emergency.
- Excellent written and verbal communication skills.
- Good administration skills.
- The ability to portray the image of the Association in a professional manner.
- Pro-activity in the accomplishment of tasks.
- Highly motivated.

#### **Desirable**

- Reasonably computer literate (word processing, e-mail etc).