**Job Description for clerk of trustees**

**Purpose**

The purpose of this role is to ensure that the trustee body is fulfilling its responsibilities by meeting regularly, being aware of issues within AM and of legislative changes and taking appropriate action supported by professional advice.

**Specific Duties**

In addition to the general trustee duties, the clerk has the following specific duties:

**A. Meetings**

1. Convene trustee meetings
2. Draft agendas and issue one week before meeting
3. Produce and circulate minutes of trustee meetings to fellow trustees and AM and LM clerks
4. Ensure trustee minutes (including any golden minutes identified) are sent to AM website and Custodian of records

**B. Reporting**

1. Write the achievements and performance section of the report for Charity Commission with input from local meetings
2. Report on trustee activities to area meeting

**C. Liaison**

1. Liaise with AM clerk
2. Liaise with convenors of Finance, Property and Legal Compliance Committees and ensure the trustee body has the necessary information from these committees
3. To read the minutes of the McBain Committee and liaise with the convenor
4. Read AM agendas to look for possible trustee issues
5. Attend AM to ensure familiarity with current issues
6. Liaise with Link Friend/QSC as needed
7. Receive updates from trustees about issues in their local meeting
8. Send minutes to appropriate LM clerk/officeholders/outside body and follow up as necessary
9. Be first point of contact for the Charity Commission

**D Legal and administrative responsibilites**

1. Sign documents on behalf of the trustee body
2. Ensure that trustees complete necessary paperwork on appointment
3. Keep trustee information up to date on Charity Commission website
4. Read Friends House mailings sent to trustees and AM clerks and raise any issues as appropriate
5. Read information from Charity Commission and take action as necessary
6. Keep up to date with legislation (eg health and safety, employment law)
7. Ensure organisation and safekeeping of legal documents together with other officeholders

**E Competence and training**

1. Ensure new trustees receive an induction into the trustee role
2. To encourage fellow trustees to undertake training appropriate to their role
3. Ensure that AM is represented at trustee conference
4. Promote succession planning
5. Seek professional advice if needed
6. Undertake appropriate training

Time Commitment

Convening and conducting meetings of the trustees and dealing with correspondence between meetings. Minimum of 8 hours a month **in addition to time commitment as a trustee**. Time commitment could increase considerably if there were a major issue to resolve. Given the large geographical spread of H&I AM travel is likely to be involved in this role, including to the islands. This could also increase time commitment needed.

Sue Stanek, Clerk of trustees, Hampshire and Islands Area Quaker Meeting

14.11.15