



Warminster Saddle Club
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BHS Approved

ROLE DESCRIPTION: SECRETARY

1. **General.** This is the role description for the Club's Secretary. It articulates what the Secretary is expected to deliver in pursuance of the Club's charitable objects.
2. **The Club's objects.** The Warminster Saddle Club (WSC) is the equine sporting centre within Warminster Garrison. The Club operates as an Association Charitable Incorporated Organisation (CIO)¹. The overarching object of the Club is to promote the efficiency of the armed forces of the Crown and MOD civil servants, in particular but not exclusively, members of Warminster Garrison. Supporting objects are:
 - a. To increase physical and mental fitness of members of the services and their dependants through the provision of equestrian facilities, equipment and sporting competitions.
 - b. To promote *esprit de corps* between members of the services and foster a close relationship between serving and former serving members of the armed forces, MOD civil servants and the local community.
 - c. For the public benefit, subject to being members of the Club, community participation in amateur sport and recreation for all members of the community including children and young people, the elderly and the disabled.
3. **Overall role.** The Secretary is a Trustee and is responsible for the Club's administration, including liaising with the Chair for the timely production of agenda and minutes of meetings. Keeps up to date and accurate records, documentation and other such paperwork necessary for the sound management of the Club, in accordance with the Club's data protection and privacy policy. Ensures the Club's membership is notified of Annual and Extraordinary General Meetings as required in the Club's Constitution.
4. **The person.** The Secretary must well-organised and be genuinely invested in the interests of the Club. As a member of a military club, the Secretary is expected to abide by the Values and Standards of the British Army.²
5. **Management Committee responsibilities.** The responsibilities common to all Management Committee roles are as follows:
 - a. **Vision and leadership:**
 - Be committed to the vision, charitable objects and values of the Club.
 - Provide strategic direction, including agreeing and monitoring strategic plans.

¹ The Club operates under the auspices of the Charitable Incorporated Organisations (General) Regulations 2012 and overseen by the Charity Commission. The Club is governed by a constitution, which is available in the Club's office and on the Club's website: www.warminstersaddleclub.co.uk

² Values: courage (moral and physical), discipline, respect for others, integrity, loyalty, selfless commitment. Standards: lawful, appropriate, professional. Both are explained in more detail at [A Soldier's Values and Standards | The British Army \(mod.uk\)](http://A Soldier's Values and Standards | The British Army (mod.uk)).

- Keep informed of the activities of the Club and the wider issues affecting its work.

- Ensure the Club's work is monitored and evaluated.

b. Accountability and legal responsibilities:

- Ensure the Club complies with its constitution.
- Ensure the Club adheres to the law, including that applicable to charities.
- Ensure the Club makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Ensure risks to the Club, staff, members, volunteers and visitors are at an acceptable level and are effectively managed.
- Be accountable to the Club's membership, funders and other stakeholders.

c. Financial and staff management:

- Understand the financial position of the Club.
- Ensure the Club's finances are properly managed.
- Ensure the Club operates within its agreed accounting policies.
- To ensure adequate financial resources for the Club.
- Contribute to fundraising strategies.
- Ensure the Club is properly insured against all reasonable liabilities.
- Ensure the Club is a responsible employer and adheres to legislation.
- Effectively support and manage the staff.

d. Qualities and skills of Management Committee members:

- Good leadership skills.
- Understanding of and commitment to the Club's objects and values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

6. Specific to role responsibilities. The Secretary's responsibilities are as follows:

a. Ensure responsible administration:

- Prepare agendas in consultation with the Chair and Yard Manager.
- Circulate agendas and any supporting papers in good time.
- Receive agenda items from other committee members.
- Check that quorum is present at any meeting, in accordance with the Club's constitution.
- Minute meetings and circulate the draft minutes to all committee members.
- Ensure the Chair signs the minutes once they have been approved.
- Check committee members and staff have carried out action(s) agreed.
- Circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- Ensure up-to-date records are kept of committee membership.

- Ensure the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and trustees etc.

b. **Make arrangements for meetings:**

- Advertise meetings to committee members to secure their attendance.
- Ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

c. **Qualities and skills required:**

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time-keeping.

7. **Time Commitment:** The role of Secretary requires an estimated commitment of up to 10 hours per month.