**Draft ~ Quakers in Scotland role description for clerk of trustees**

**Purpose**

The purpose of this role is to ensure that the trustee body is fulfilling its responsibilities as set out in the Governing Document (GD) and the Terms of Reference (ToR). This involves meeting regularly, being aware of issues across Quakers in Scotland (QiS) and 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:

**Meetings**

* Ensure that trustees have a clear schedule of business for all routine matters that need consideration or review on an annual, triennial or other regular basis.
* Convene trustee meetings
* Draft agendas and draw together documentation for issue one week before meeting
* Prepare draft minutes as appropriate
* Clerk and minute the meetings of trustees to ensure that these are effective and well conducted according to the Quaker business method
* Ensure that trustees’ minutes are available and circulated in a timely manner to the whole body of trustees, the clerk of QiS and constituent meetings.
* Ensure all papers and minutes are stored and managed to ~~ensure~~ enable accessibility as required and appropriate, and for secure archiving eg Dropbox

**Between Meetings**

* Remain watchful of matters that might require attention in-between scheduled meetings of trustees.
* Ensure any matters are addressed in right ordering either through an emergency meeting of trustees or as business in-between meetings that is duly recorded in the minutes of the next business meeting.
* Liaise with others as appropriate.

**Reporting**

* Draft the achievements and performance section of the Trustees’ Annual Report and Accounts (TARA), drawing on the experience of Friends from meetings across Scotland.
* Ensure timely Examination of the TARA and its submission to the Office of the Scottish Charity Regulator.
* Report on trustee activities to QiS.

**Liaison**

* Attend QiS general meetings for worship for church affairs
* Liaise with clerk/s of QiS and with clerks /convenors of any intermediate structures we might have
* Be aware of Local Meetings via receipt of minutes and reports
* Liaise with clerks of committees eg Property, Finance and Employment
* Liaise with office holders eg treasurer, health and safety, safeguarding
* Be first point of contact for OSCR
* Work in effective partnership with staff responsible for QiS admin.

**Legal and administrative responsibilities**

* Sign documents on behalf of the trustee body
* Ensure that trustees complete necessary paperwork on appointment
* Ensure that trustee information is kept up to date on OSCR website
* Read mailings from Britain Yearly Meeting (BYM) sent to trustees and AM clerks and raise any issues as appropriate
* Keep up to date with information from OSCR and take action as necessary
* Keep up to date with legislation (eg health and safety, employment law)
* Ensure that arrangements are in place for organisation and safekeeping of legal documents

**Competence and training**

* Ensure new trustees receive an induction into the trustee role
* Encourage trustees to undertake training appropriate to their role
* Ensure trustees engage with meetings and briefings available for trustees across BYM
* Promote succession planning
* Seek professional advice as needed
* Undertake appropriate training

**Transition to QiS**

Ensure smooth handover between QiS trustees and trustees of Quaker bodies in Scotland that are standing down to become part of QiS. This includes:

* Careful liaison with trustees and the trustees’ clerk of the body joining QiS.
* Detailed checking of documentation and procedures to ensure smooth handover and the effective conduct of business in the future as QiS assumes responsibilities for the work of the charity that is standing down.
* Effective organisation, accessibility and archiving of documentation for the closing charity to facilitate checking-back where needed.
* Reference to legal and other advice as required.

**Time Commitment**

A paid administrator will provide administrative support, booking meetings, filing paperwork, compiling papers, notifying trustees, etc

**Meetings**

* Trustee meetings at least four times per year
* QiS general meetings if able four times per year
* QiS planning meetings four times per year
* Other meetings with role holders and staff

**Paperwork**

* Preparing agenda, papers and draft minutes for each trustee meeting (8 hours per meeting)
* Drafting achievements and performance section for TARA (8 hours)
* Reading LM minutes

**Liaison**

* Responding as required