

The Fell Runners Association

Job Description: Secretary

Role	<p>The Secretary is responsible for all administrative matters pertaining to the Association and for assisting the Chairman with the smooth running of the Committee. The FRA Secretary is also the legal Company Secretary of FRA Ltd.</p>
Main purposes of role	<ol style="list-style-type: none"> 1. To ensure that the FRA conducts its affairs in accordance with the Articles of Association (effectively the FRA's legal constitution). 2. To facilitate the effective running of the FRA Committee and ensure that members of the Committee are meeting their responsibilities. 3. To manage the FRA AGM and committee meetings. 4. To act as first point of contact for incoming external communication. 5. To deputise for the FRA Chairman whenever necessary.
Key tasks	<ol style="list-style-type: none"> 1. Act as legal Company Secretary of FRA Ltd and ensure company records are kept up to date with Companies House. 2. Plan, run and minute the AGM and committee meetings, including identifying all necessary actions, assignees and target dates. 3. Manage the FRA's 'task tracker' (i.e. list of current committee actions). 4. Handle incoming external correspondence with the FRA and produce outgoing correspondence as necessary. 5. Act as the first point of contact for all disciplinary matters and complaints, and as a conduit thereafter between the FRA and relevant parties. 6. Ensure that the FRA's public and internal documentation (including the website) is accurate, appropriate and up to date. 7. Carry out a range of administrative tasks such as managing changes to the Committee and ensuring legal compliance, including with GDPR. 8. Carry out a wide variety of other minor tasks, as detailed by the Terms of Reference, as well as ad hoc tasks as required by the Chairman.
Required skills and facilities	<ol style="list-style-type: none"> 1. Excellent IT skills, especially the ability to manage effectively and efficiently the Secretary's email account, which must be checked daily (or near daily), and the FRA's internal data store on the Cloud. 2. Excellent written skills, allowing the production of clear, relevant and effective agendas and minutes. 3. The ability to run Committee meetings productively and efficiently. 4. Strong communication skills, primarily to ensure that actions assigned to other Committee members are carried out adequately and on time. 5. Diplomacy and utmost discretion, especially when managing sensitive issues such as disciplinary cases or complaints. 6. A clear understanding of the FRA's Articles of Association and a layman's grasp of associated legal concepts. 7. Time management and prioritisation skills – this is a busy and complex job. 8. The ability and willingness to deputise for the FRA Chairman when required.
Required liaison	<p>The Secretary will liaise closely with the Chairman on many matters and also with most other members of the Committee from time to time, as well as many external parties.</p>