

Role Description**01 Scope**

The Trust's Secretary will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'. The Secretary is an officer of the Trust as defined within the Trust Rules.

02 Candidate Requirements

Before a nomination can go forward for consideration by the Trust membership for appointment as the Secretary, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
 - a. to attend the number of required meetings.
 - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves.
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member.
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs.
6. Work positively and constructively as a member of the Trust Board and as part of a team.
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.

03 Candidate Nomination and Appointment

The Cards Trust's Articles and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

04 Specific Duties

1. Act as a full member of the Trust Board and in line with the current constitution.
2. Take responsibility for ensuring that all arrangements for each meeting of the Trust Board are in place ie venue, date and time and any hospitality required.
3. Prepare and distribute in good time to all Trust Board members an agenda for each meeting.
4. Take responsibility for ensuring that an annual calendar of meetings is agreed with the full Trust Board.
5. Collect and collate any necessary reports or papers from other Trust Board members, working parties or committees that may be established by the Trust Board from time to time.
6. Ensure that minutes are accurately taken at each meeting, that agreed decisions are recorded and that minutes are distributed to all Trust Board members within the agreed time frame.
7. Make arrangements, as with Trust Board meetings, for the annual AGM – date, venue, time, agenda, minutes etc.
8. Make the necessary arrangements for the necessary, annual election process to the Trust Board – seeking nominations as appropriate and in line with the current constitution.
9. Take the lead in receiving, responding to and storing as appropriate any correspondence received by the Trust.
10. Ensure that the Trust maintains an up to date and accurate register of current members and associated information including subscription fees.
11. Ensure that the Trust complies at all times with the current legislation regarding 'Data Protection'.
12. Keep a record of all files relating to the Trust's legal documentation, constitution etc.
13. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board.

05 Removal

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

06 Amendment to Section 03-A-03

The role description will be subject to an annual review and as a result may change from time to time with the agreement of the full Trust Board and ratified by the membership at a General Meeting.

Section Ends.