

## Board Role Description

<b>Title:</b>	<b>Honorary Secretary</b>
<b>Reports to:</b>	<b>President and Board</b>
<p><b>Main purpose of role:</b> The Honorary Secretary is the member of the Trustee Board responsible for overseeing the financial management of the Association, a role similar to a Treasurer, in line with good practice and in accordance with the Constitution and legal requirements. The Honorary Secretary will ensure that effective financial measures, controls and procedures appropriate to the Association are put in place, and can deputise for the Chair when they are not available.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with the Executive Director over the financial management of the Association.</li> <li><input type="checkbox"/> Liaise with the Association's auditors, to ensure that the charity's annual accounts are compliant with the current Charities SORP.</li> <li><input type="checkbox"/> Deputise for the Chair as and when necessary in meetings and discussions.</li> <li><input type="checkbox"/> Draft the financial report to be included in the annual Trustees' Report.</li> <li><input type="checkbox"/> Monitor and advise on the financial health of the Association, after liaising with the Association's accountants.</li> <li><input type="checkbox"/> Liaise with the Association's investment manager to ensure that investments are providing a satisfactory return and that investments are being managed in line with the Association's investments policy.</li> <li><input type="checkbox"/> Ensure that sound financial controls and systems are in place and are adhered to.</li> <li><input type="checkbox"/> Advise on the financial implications of the charity's strategic plan.</li> <li><input type="checkbox"/> Liaise with the Executive Director over the development of the Association's budget, and over the monitoring of the Association's financial performance.</li> <li><input type="checkbox"/> Advise Board on the Association's Reserves Policy.</li> <li><input type="checkbox"/> Provide reports to Board, and at the AGM, on the financial management of the ADI.</li> </ul>	
<p><b>Knowledge, skills and experience required:</b></p> <p><u>Financial Experience</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possesses a range of financial knowledge; understanding of processes, accounts and budgets; knowledge of statutory reporting requirements; understanding of operational finance, payroll and taxation regulations; An understanding of Companies House and Charity Commission governance.</li> </ul> <p><u>Integrity and Trust</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is widely trusted; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner. Acts as the financial authority over the ADI bank balances, investments, budgets and expenditure.</li> </ul> <p><u>Interpersonal Relations</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Relates well to a variety of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact to bring people together in mutual support.</li> </ul> <p><u>Decision Quality</u></p>	

- Makes sound financial decisions based upon a mixture of analysis, wisdom, experience and judgement; sought out by others for advice.

Written Communications

- Is able to write clearly and succinctly in a variety of communication settings and styles; can get financial information across that informs decision-making and the best use of resources for the desired effect.

Advising Others

- Maintains two-way dialogue with others on work and results; supports understanding of financial procedures and priorities; is a clear communicator.

Organising

- Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges financial information and files in a useful manner.

Strategic Agility

- Sees ahead clearly; can anticipate future consequences and trends accurately; has broad financial and organisational knowledge and perspective.

**Key Contacts:**

**Internal:** ADI Board and Sub-committees, Executive Director, Marketing Manager, Events Manager, Marketing and Events Co-ordinator, Office and Events Administrator Co-ordinator.

**External:** Stakeholders, financial advisors and suppliers of financial services.

**Prepared by:**

Richard Cantillon, Executive Director

Date: June 2023