

Job Description for Volunteer Clerk to the Trustees of Sarum College

Job purpose

To assist the Trustees and Leadership of Sarum College in the governance of the College.

Main Tasks

- to attend all meetings of the Board of Trustees (which meets four times a year, usually on Thursdays at 11.00 am but with the possibility of a 24 hour residential meeting in March) and of its Executive Committee (which meets seven or eight times a year, usually on Wednesdays at 11.00 am), to advise on the agendas for these meetings and take the minutes
- to act as Secretary to the Nominations Committee, advise on its business and, when it occasionally meets, take minutes (the Committee is small and sometimes acts through informal communication among its members)
- to understand, interpret and advise on the contents of the College's governing documents (primarily its Articles of Association and the Rules and Regulations which have been made under the Articles)
- to maintain a register of trustees and committee memberships and to advise the trustees on forthcoming vacancies
- to engage with governance aspects of College projects (previous examples include taking out a loan, the merger of Sarum College with STETS and the incorporation of the Charity).

The role may expand to include servicing the Board of Studies (which currently meets three times a year) on the same basis as the Executive Committee.

Responsible To: The Chair of Trustees

Desirable Experience and Personal Qualities

- some experience in this or a related field
- general understanding of how committee structures work
- a feel for Sarum's activities
- the ability to write good minutes
- not being fazed by legal issues and terminology
- attention to detail
- independence of mind.

Liaison with the Bursar, Mark Manterfield

The Clerk is appointed by the trustees to this honorary office under Article 10.1.3. This role is to be distinguished from the role of Secretary to the Charity in accordance with the Companies Acts, to which the Bursar has been appointed by the trustees under Article 10.1.1. The Clerk works closely with the Bursar.

May 2017