

## **Background**

The Town Council via the Town Clerk fulfils the role of Secretary and Treasurer for Wem Sports and Social Association (WSSA). This role has never been defined and the remit of the Secretary and Treasure needs clarification.

Trustees have considered the document below and prior to its adoption as the employer of the Town Clerk wish the Town Council to consider it also.

## **WSSA Secretary and Treasurer Role and Remit**

### **Charity Secretary**

#### **Overall Purpose**

The charity secretary is primarily responsible for the smooth and efficient running of meetings of the trustees and providing assistance and support to the chair of trustees.

The charity secretary is also closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.

The charity secretary should be responsible for keeping the 'conscience' of the charity, by way of ensuring that the trustees continue to take decisions and act in line with the governing document, and comply with the relevant legislative and regulatory requirements the charity is subject to.

#### **Main Responsibilities**

- To liaise with the chair to plan, arrange, produce and circulate agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the governing document and issue advice to trustees accordingly.

#### **Main Duties**

- Arranging and administrating trustee meetings in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Being an initial point of contact for Sporting Bodies in Wem and interested parties.
- Acting as co-ordinator for all policy updates and reviews.
- Appraising and advising trustees on the viability of plans, proposals and feasibility studies.

## Treasurer

### Main Responsibilities

- Oversee the financial affairs of WSSA and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

### Specifically

- Liaise with relevant staff and trustees to ensure the financial viability of the organisation.
- Make trustees aware of their financial obligations
- Regularly report the financial position at trustee meetings.
- Oversee the production of an annual budget and propose its adoption.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:

Cheque signatories

Purchasing limits

Purchasing systems

Others as appropriate

- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Regularly carry out bank reconciliations.
- Arrange payments to creditors as appropriate and arrange appropriate authorisation on payments.
- Issue invoices and make the necessary arrangements to collect payments from debtors and bank payments promptly.