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| <b>Job Description:</b> | <b>RAUSU Secretary</b>  |
| <b>Term:</b>            | <b>From 1<sup>st</sup> August 2018 – 31<sup>st</sup> July 2019. To include a handover period during the summer term of 2018</b> |
| <b>Responsible to:</b>  | <b>RAUSU General Manager</b>  |
| <b>Responsible for:</b> | <b>RAUSU Elected Officers</b>   |

This officer is a Director of the Board, a Trustee of the Charity and an elected student representative.

**As a Trustee you will:**

- Attend and contribute to Board of Trustees meetings and you may be called upon to attend RAU Governing Council meetings as required.
- Develop and deliver the RAUSU's strategic plan, policies and procedures.
- Ensure the RAUSU uses its money and resources sensibly and only in pursuit of its charitable aims.
- Ensure the RAUSU complies with its legal and regulatory requirements, as well as its constitution.
- Ensure the RAUSU keeps proper accounts and records.
- Protect the RAUSU's assets, taking care over their security and usage.

**As an elected RAUSU Officer you will:**

- Be an Ambassador for the Royal Agricultural University Student Union (RAUSU), safeguarding its good name and values.
- Work closely with the other Trustees, General Manager and the RAUSU elected officers to support the effective management of the RAUSU.
- Ensure effective teamwork and good working practice within the RAUSU.

**As the RAUSU Secretary you will:**

- Alongside the RAU Student Union Executive Officer, be responsible for organising and publicising all Trustee Board meetings.
- Alongside the RAU Student Union Executive Officer be responsible for organising and publicising all RAUSU committee meetings.

- Be responsible for drawing up and circulating agendas for all Trustee Board and RAUSU committee meetings in a timely manner.
- Be responsible for ensuring that accurate minutes are taken of every Trustee Board meeting and all RAUSU committee meetings and ensuring that copies are circulated to members as appropriate and that a copy is kept on file.
- Be responsible for ensuring there is an efficient filing system in the RAUSU office.
- Maintain files of all reports, key publications and minutes of all RAUSU meetings as well as any other applicable material.
- Provide student representation on RAU committees as required.

### **Eligibility Criteria to be a Company Director and Charity Trustee**

Aged 18+ so as to be able to enter into contracts

**Must NOT** have been declared bankrupt, been party to bankruptcy proceedings or have entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement and must not still be on the Insolvency Service Register

**Must NOT** have been banned from being a company director by a court / be subject to a disqualification order under the Company Directors Disqualification Act 1986

**Must never** have been convicted of an offence involving deception or dishonesty, unless the conviction is spent;

**Must never** have been previously removed from trusteeship of a charity by the Court or by the Charity Commission

**Please also note that students who have been dealt with in accordance with the RAU Disciplinary Procedure are not eligible to stand for any elected position.**