Trustee Role Description

Honorary Secretary

The holder of this key role on the Lace Guild CIO board works closely with the Honorary Chair, supporting good governance and carrying out important administrative duties for the charity. This includes ensuring that the board operates legally and complies with Charity Commission regulations.

Main Responsibilities

1) Record keeping

- Maintain accurate records including of key official documents, meetings, policies, insurance, deeds and contracts, and maintain the register of Trustees.

2) Board Meeting Administration

- Organise meetings and liaise with the chair to prepare main Board meeting agendas
- Liaise with board members for other agenda items
- Collate staff and other reports and oversee distribution of advance papers for consideration, when appropriate
- Liaise with the minuting secretary to produce accurate minutes, and ensure their timely distribution to the board
- Maintain minute books at the LG, and ensure timely sign off by the chair
- Maintain the rolling list of annual agenda items

3) Governance & Advisory

- Ensure the charity adheres to its constitution and complies with Charity Commission requirements, including timely submission of annual filing requirements of the CIO (Annual report, audited accounts and minutes of AGM to Charity Commission)
- Advise the board on procedure, governance and conflicts of interest
- Handle charitable status disclosure requests (if needed)

4) Correspondence

- Act as the main point of contact for the board, manage appropriate correspondence, and communicate with the regulatory body (Charity Commission)

General Duties

1) Annual General Meeting (AGM)

It is the Hon secretary's responsibility to lead on the planning and organisation of the AGM (with support from AGM subcommittee as appropriate). Key items to be prepared by Hon Sec include:

- Agenda
- Proxy forms
- Minutes
- Generate a full list of members, in liaison with the Member Services Officer
- Implement any changes to the constitution and publicise to members

2) New Trustee Induction

- Work closely with staff on the induction & familiarisation of newly appointed trustees

3) Other duties

- Primary Trustee contact for one member of staff
- Signatory to bank accounts
- Support for Editorial Team to ensure correct magazine inserts go in each edition of Lace
- Update terms of reference for CIO whenever necessary with committees and working groups of LG
- Maintain critical business continuity information (with chair)
- Publish updates to members concerning appointment of new trustees/changes in officers' roles
- Deal with requests for inspection of records from membership
- Ensure staff display all signage and relevant documentation at The Hollies as required, eg registered charity name
- Maintain key holder register, liaising with staff and Chair
- Attend sub-committee and other team meetings as necessary for information sharing
- Assist where needed with other tasks requiring admin support – for example in running Triennial competitions and the Assessment programme.

Reviewed: Oct 2026