



## The Role of the Association Secretary

The Association Secretary (the Secretary) is a **Director and Trustee** of the BNA. The Secretary is therefore listed with both Companies House and the Charity Commission. The Secretary of the Association is also the Secretary of the BNA National Advisory Committee (Rule 4.8).

The Secretary, as with all Trustees, is an unremunerated position. The term of office for all Trustees is four years, with the retirement date being that of the next Annual General Meeting to take place following the completion of four years in office. There is the option of standing for a second term. There must then be a break of at least one year before standing again for a Trustee position.

For full details of election, period of office, resignation and all aspects of governance applying to this role and all Trustees, see the Articles and Rules of Association.

Along with the BNA President and Treasurer, the Secretary is also an **Officer of the Association**. Charity officers don't automatically have extra powers or legal duties than their co-trustees, but do carry out specific roles or have specific responsibilities delegated to them. The role of the BNA Secretary is outlined here.

It should be noted that all trustees are jointly responsible for all aspects of the BNA. However, the Secretary is expected to **take the lead at Council level** on:

- compiling the **Trustees' Annual Report**, including composing the initial draft, collating input from other Trustees, gaining trustees' approval and submitting a finalised report by February of each year to the Chief Executive of the BNA
- elections of Council and Committee members, liaising with office staff to ensure the call for nominations and voting for new members takes place in time for confirmation at AGMs
- nominations for honorary members
- record keeping and archiving the BNA's history
- **reporting on matters to the Council** at quarterly Council meetings
- **reporting highlights of the Trustees' Annual Report to members** at the Annual General Meeting

The Association Secretary also has a number of duties specified in the Articles and Rules of Association:

- calling a Council meeting at the request of a Trustee (Article 37.3) [although any other Trustee may also call a Council meeting (Rule 3.3.3)]
- being responsible for giving notice of Council and/or Committee meetings, preparing and circulating agendas in advance and for preparing and circulating minutes (Rule 3.4.1)

### Delegation

Although Trustees are ultimately responsible for all aspects of governance and good management of the BNA, they are able to delegate powers and functions (see Article 42). In the BNA most day to day tasks are delegated to the Chief Executive and Executive Assistant. The Secretary would be supported in all activities, in particular those relating to Council and Committee meetings, by BNA office staff.

### More information

The BNA Secretary must be familiar with the Association's Articles and Rules.

More information about being a Trustee can be found in Charity Commission publication, 'The Essential Trustee', available at [gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](http://gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3) and support for Charity Treasurers at [honorarytreasurers.org.uk](http://honorarytreasurers.org.uk).

*Please note that the Association Secretary is a distinct position from company secretary, is not listed at Companies House as company secretary, and does not have responsibilities of a company secretary specified in the Companies Acts 1985 including any statutory modification or re-enactment thereof for the time being in force. In the BNA, the company secretary is usually the Chief Executive.*