



TIBBERTON COMMUNITY SHOP



Secretary – Role Overview

Tibberton Community Shop (TCS), as a 'community benefit' society, must have a Secretary, *responsible* for:

- Ensuring TCS complies with the administrative requirements of the Co-operative and Community Benefit Societies Act 2014 ('the Act'), and
- Supporting the Chairperson to ensure the Management Committee (the 'Committee') functions smoothly.

While the Secretary *ensures* TCS meets the Act's responsibilities, *final responsibility* for actioning them rests with the whole Committee of the Society - all of whom may be held accountable and responsible. The Chairperson, Treasurer and Secretary are TCS's three *nominated officers*. The Secretary has the protection of limited liability. All Committee members have the legal duties: of good faith, to take care, to obey the law.

The Secretary *ensures* the following functions happen. Some may be *delegated* to Committee members, e.g. Volunteers Register, Data Controller, FCA/HMRC accounts/returns.

Maintain effective Society records – All are best updated as changes happen

- **Members' Register** - TCS's legal membership record, this may be inspected by the Financial Conduct Authority's (FCA) Registrar, and must be available for members to view, excluding contact, share/loan data.
- **Committee Register** - Committee members and Society officers, their roles and dates in office. Notify the FCA Registrar of changes in the annual returns.
- **Volunteers Register** - Volunteers' data/shift details, plus separate emergency contact/health information.

Ensure effective meeting organisation and administration

- Liaise with the Chairperson and Committee to plan effectively each meeting's agenda; with timely, clear information circulated before meetings to facilitate effective decision making.
- Keep the official records/minutes of all society/Committee meetings, i.e. attendees, decisions and actions.
- Publish and store securely the records/minutes and keep the Committee's key events diary.

Ensure TCS meets its legal requirements

- Be the custodian of TCS's governing documents: Rules, Policies, approved meeting minutes, etc.
- Be a reference point for the Committee: clarify past practice/decisions, confirm legal requirements
- Be TCS's nominated *Data Controller*, ensure TCS meets UK Data Protection obligations.
- Liaise with the Chairperson to ensure TCS reviews regularly its governance arrangements and policies.
- Provide support and guidance or seek support where special expertise is needed.
- Update the Committee on membership numbers; which must not fall below three.
- Make available to all members a free copy of TCS's Rules and information about the society's business.
- Hold the AGM each year in accordance with TCS's Rules; communicate proper notice to members.
- Ensure Committee elections at AGMs follow the process in TCS's Rules.
- Ensure TCS stationery meets legal requirements and is used appropriately.
- Inform the FCA Registrar of any amendments made to the TCS 'Rules' or registered office address.
- With the Chair and Treasurer, sign and submit all required financial/legal returns and fees to the FCA/HMRC.

Qualities needed

- Enthusiasm, a well-organised administrator, confident to delegate tasks, has sound judgement
- Personable networker, easy to approach, good listening and tactful communication skills
- Effective meeting facilitation skills: unbiased, allows free discussion and democratic decision making
- Time – between 3-6 hours per week to commit to the role, working closely with and guiding colleagues
- Ideally: a TCS volunteer; has lived in the Parish a while, or willing to learn about TCS's people and history.

Based on Plunkett Foundation and Co-operatives UK guidance: <https://plunkett.co.uk/thrive-resources/> <https://www.uk.coop/guides>

Role Overviews for TCS's three 'nominated officers' - Chairperson, Secretary and Treasurer - need to be kept aligned. A change in one may need to be reflected in one or both of the others. A suggested Calendar Checklist for the Secretary to follow is provided below.



Calendar Checklist – Secretary

Month	Actions Needed
January - December	<p>Committee Meetings – <i>Using the example of a 28-September meeting for scheduled dates</i></p> <ul style="list-style-type: none"> - 22-Sep – Meeting Agenda finalised, Report items received and submitted to webmaster for uploading to Committee section of TCS website on 23-Sep. - 30-Sep – Draft Minutes approved by Chairperson uploaded to website for amendments. - 07-Oct – Final Minutes, including any amendments, uploaded to website once approved. - <i>N.B. December's meeting is often cancelled as there's often little to discuss.</i>
December January February	<p>Annual General Meeting – <i>Using the example of 19 January 2022 AGM for scheduled dates</i></p> <ul style="list-style-type: none"> - 11-Dec-21 – Management Committee Nomination Forms/Letter emailed/posted to members. - 30-Dec-21 – Closing date for return of Nomination Forms. - 04-Jan-22 – AGM Notice emailed/posted to members, 14 clear days before the AGM, with the management Committee Report for members and preceding financial year's Financial Statements and Reports - needed from Treasurer. - 16-Jan-22 – Closing date for return of Ballot Forms. - 19-Jan-22 – AGM meeting held, using the regular agenda. - 19-Jan-22 – Short committee meeting held to confirm nominated officer postholders. - 26-Jan-22 – Draft AGM Minutes circulated to new committee for amendments and approval at the 16-Feb-22 Committee Meeting. - 23-Feb-22 – Target date for emailing/posting finalised AGM Minutes to members.
October March	<p>Committee Handbook and Role Overviews – <i>Chairperson, Secretary, Treasurer, Health and Safety, Retail Team. Changes are best made as soon as circumstances require them to be.</i></p> <ul style="list-style-type: none"> - 28-Oct – Any changes needed to these documents confirmed with role holders / Committee. - 31-Mar – Handbook updates caused by role holder changes published; links to Shop Guide.
March June	<p>Annual Returns – Financial Conduct Authority, HMRC, Information Commissioners' Office</p> <ul style="list-style-type: none"> - 31-Mar – With Treasurer, ensure all annual returns have been submitted. - 30-Jun – Complete online data protection questionnaire for TCS to confirm any fees due.
March-April	<p>Policies – <i>Code of Conduct, Data Protection, Equality and Diversity, Health and Safety, IT and Information Security, Safeguarding, Shares, Sustainability, Volunteers, Wi-Fi Terms of Use (10 in total spread over 2-3 years) plus Committee Code of Conduct</i></p> <ul style="list-style-type: none"> - Any changes needed to these policies confirmed with Nominated Officers / Committee. - <i>N.B. Membership Strategy agreed by members each year as an AGM agenda item.</i> - Health and Safety Policy and Risk Assessment to be reviewed and published annually with Health and Safety Group.
May-June	<p>Plunkett Foundation Membership</p> <ul style="list-style-type: none"> - 11-Jun-22 – Renewal of membership due. Committee decision at 25-May-22 meeting. - <i>N.B. Plunkett membership provides advisory and other services which TCS has benefitted from.</i>