



Role Description for Secretary

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1. Introduction

Scottish Universities Community Bank is a credit union operating in the further and higher education sector of Scotland.

It is a community-based financial co-operative, owned by and run for the benefit its members. It aims to help members achieve financial health, encouraging them to save money when they can, and lending to them at affordable rates when they need to borrow. As a credit union it is authorised and regulated by the Bank of England.

This role description should be read in conjunction with the associated ones for Board Director and Chair.

The Secretary is expected to have governance experience in a comparable setting to a credit union. This may be in the public; charity; or a higher/further education sector. It is expected that the Secretary will become a Director for a period of time before assuming the role of Secretary.

In addition to the details outlined in the Board Director role description the Secretary has additional responsibilities and is expected to be registered as an SMF8.

Several of the responsibilities for governance; Board meeting planning; and AGM planning are shared with the Chair.

2. Governance

Responsibilities for governance are shared with the Chair.

The Secretary:

- Ensures the board works within a continually improving governance framework.
- Maintains an annual plan for board meetings; forward agenda; and schedule of meetings.
- Plans meetings in conjunction with the Chair.
- Issues papers a week in advance of board meetings.
- Minutes board meetings; the AGM; and other special meetings of members or the board.
- Contributes to the Chair's Annual Report to the AGM.

3. Board and member meetings

Responsibilities for planning board meetings and the AGM are shared with the Chair.

The Secretary:

- sets the agenda for board meetings in conjunction with the Chair;
- supports the staff and Chair in preparing for the AGM;
- supports members to arrange any special member meetings; and
- is responsible for ensuring procedures are followed at all meetings.

4. Board, Committee and Director Effectiveness

The Secretary supports the Chair in respect of board effectiveness.

The Secretary:

- Undertakes regular effectiveness surveys of the board and board meetings.
- Writes a summary of survey findings.
- Makes recommendations to the board on how to address issues arising.

5. Board recruitment

The Secretary co-ordinates the Director recruitment process in conjunction with SUCB staff:

- Notes of interest are passed to the Secretary who follows the board approved process for Director or volunteer recruitment.
- Makes recommendations to the board concerning potential new Directors or volunteers.
- Keeps the process under review and makes suggestions, for board approval, on improvements and enhancements.

6. Document History

Version	1
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