



TANKERTON FOOTBALL CLUB

www.tankertonfc.co.uk
Registered Charity no. 1154570

Job Responsibilities: Clerk to Committee

Role description:

To provide advice to the Executive Board and its committees on the proper exercise of their powers. The Clerk will be supported in their role by a Committee Secretary.

- Provide advice to the trustee/governing body and Exec Committee on governance, constitutional and procedural matters.
- Maintain files of legal documents such as constitutions, leases and titles (both hard copies and on shared drive).
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Maintaining a record of membership of the Board and its committees
- Maintaining an attendance record of Executive Board Members, notifying the Board of any members whose non-attendance gives rise to disqualification or who for some other reason are disqualified from holding office.
- To prepare and issue letters of appointment on behalf of the Board
- Maintaining a register of declarations of interest.
- Seeking legal advice on behalf of the Board and its committees as appropriate

Policy Version Control. Summary of Changes:

Job Role	Version	Reason for Change	Effective Date	Next Review	Author
Clerk to Committee	2.0	Role Update	1.12.24	1.12.25	RM

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