



CAPITAL CRANFIELD TRUSTEES
THE BALANCED VIEW

Template for a Secretary to the Trustees' Job Description

The purpose of a Secretary to the Trustees is to:

1. Liaise closely with the Chairman of the Trustees so that all members of the Trustee Board discharge their duties in an efficient and effective way.
2. Support the Trustee Board's general administrative business.

The duties of a Secretary to the Trustees are to:

1. Arrange and diarise trustee meetings for the calendar year, with agreement of the Chairman and the other members of the Trustee Board.
2. Arrange additional meetings of the Trustee Board if required.
3. Prepare draft agenda, cross referring with the Scheme's diary/business plan as appropriate.
4. Distribute the agenda and associated papers/meeting packs to the trustees in good time for proper consideration prior to a trustee meeting.
5. Draft and then distribute the minutes, once approved by the Chairman, in a timely manner.
6. Maintain original signed minutes in a Scheme Minute Book along with appendices and resolutions.
7. Ensure that:
 - Discretions and decisions, in particular those taken between meetings, are properly recorded and referred to in the subsequent meeting.
 - The periodic review of the performance of service providers is on the trustees' business plan.

- There is a structured process to review the strength of the sponsor's covenant to the Scheme.
 - Actions arising from trustee meetings are logged, attributed and monitored.
 - The trustees receive reports that enable them to assess all aspects of the Scheme's operations including administration and investment performance.
 - The Trustee Board is properly constituted at all times.
 - The Scheme's annual accounts, returns and financial audit are completed in a timely
 - Any complaints in relation to the Scheme are appropriately handled.
 - Any potentially significant adverse events relating to the Scheme are reported to the relevant authority in accordance with legislative requirements
 - Annual Scheme budgets are appropriately estimated and monitored.
 - Scheme is registered as Scheme Administrator with HM Revenue and Customs (HMRC).
 - Copies of Trustee Board papers and records of meetings are stored in secure facilities for the period determined by the Trustee Board.
 - The trustees have copies of appropriate professional advice and sufficient information on all matters on the agenda to make properly informed decisions.
 - The trustees' training plan is maintained and that all trustees' training needs are met.
 - There is a procedure in place to monitor and manage the risks to which the Scheme is exposed.
8. Arrange for the auditor to report on the outcome of each review and make recommendations on measures to be taken to remedy any issues identified.
 9. Maintain and update a file comprising copies of all key Scheme documents, including original Deeds, required for compliance with legislation.
 10. Upon request make available copies of key documents to tPR, HMRC and Scheme advisers.
 11. Complete and submit the Scheme's Return, liaising with relevant parties vis-à-vis the collation of the requisite information.
 12. Receive, check and onwards transmit all incoming Scheme expenses.

