**Job description BUSCA Trustees’ Council SECRETARY**

Create and send out agenda and other papers for Trustee meetings, in coordination with chair and minutes secretary

Collect and send out financial papers in coordination with treasurer

Coordinate the creation of the Annual Report

Arrange to duplicate Annual Report if needed (perhaps via Humphrey Perkins Reprographics Dept)

Communicate with insurance brokers, as agreed with chair/Treasurer or whoever.

Communicate with sub groups where appropriate

**Details of procedures currently in operation:**

1. **Organization and papers for trustee meetings**

Meetings are usually Sept, November, Feb, May (AGM) and are decided at end of each meeting. Book suitable venue - library? (416356) Or Parish Office? (416016). Check availability of venue and timing. Confirm venue and date with trustees.

Reminder emailed to all trustees about 2 weeks before meeting date. Check venue and time 1st.

Liaise with Chair to create agenda.

Liaise with treasurer for financial papers.

At least a week before, send out draft agenda + last minutes to trustees. Invite any other contributions to agenda.

Email final agenda + treasurer’s report + any other papers needed (liaise with chair).

1. **Coordinate the creation of the Annual Report**

 Organize each sub group’s contribution to the Annual Report and Forward Plan. This is done by emailing last year’s entry to the designated person for each sub group; collecting up the finished reports; assembling them all into the new document along with the Annual Accounts and budget (Treasurer) and an updated list of Trustees; scanning the whole thing so it is a pdf and then emailing the finished Report to Treasurer.

 Treasurer sends it to the Charity Commission who put it on their website.

 When setting the agenda for Trustee meetings, it is a good idea to include an item which enables spokesmen for each sub group to give a verbal report on what has been going on. Thus trustees are regularly briefed about all the activities of BUSCA.

 Agenda for November meeting should contain an item to get the annual report started.

 This process is replicated in the Feb Trustees’ meeting when we are all going through the draft Annual Report.

 And again at the AGM for the benefit of non-trustees at the AGM.

 Duplication of Annual Report: ask reprographics@humphreyperkins.leics.sch.uk to copy, collate and staple a small number (or other venue eg library), Will cost. Invoice to BUSCA treasurer.

 Inevitably, modifications are agreed so only make a few copies leading up to AGM. AGM may need about 20 copies? Fewer for previous meetings.

1. **Insurance**

 BUSCA insurance is with ANSVAR, a company that specializes in charity groups.

 Our insurance broker is ABR (Allbright Bishop Rowley based in Leicester: **Allbright Bishop Rowley Limited**
207 Barkby Road
Leicester
LE4 9HZ
Tel: **(0116) 272 0002**
Fax:**(0116) 246 0447**
Web:[**www.abr-insurance.co.uk**](http://www.abr-insurance.co.uk/)

I usually do all contact by email to Bev bev@abr-insurance.co.uk (a part time employee) or Gill on gill@abr-insurance.co.uk) or Simon on simon@abr-insurance.co.uk ( I think he is one of the partners)

It is all fairly personalized and informal. I put a question or an enquiry to them and they pass it on appropriately to ANSVAR. In due course I get a reply from ANSVAR passed on by ABR with a quote. We either accept or not.

The current insurance covers all aspects of BUSCA activities and costs ….. per year.

It was agreed in 2016 that subgroups should make a contribution in a ratio according to their annual income. (not sub-groups that have little or no income).

 David deals with the annual renewal and payment.

  **4. Co-ordination and communication between subgroups**

 Sub groups are : Barrow Voice, Events, Heritage, Library, NCB, Panto, Twinning, website, Youth Theatre).

 Examples: notifications about BUSCA EVENTS

 Email key members of all sub groups to invite them to eg hold a stall at a street market; if they do, I make sure that they display BUSCA logos; if possible display other BUSCA literature etc; and if feasible, are located together in one BUSCA area.

 Send out publicity to all sub groups when one of the groups is having an event. Eg a Panto show; Youth Theatre musical; New Community Building public meeting; Heritage talk or display; new website created by BUSCA web site administrators; Library Open Day etc