



SECRETARY TO THE BOARD OF DIRECTORS

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Role Purpose

The Secretary to the Board of Directors is a volunteer position responsible for ensuring the smooth, compliant, and well-organised operation of Pétanque England's governance processes. The role supports the Chair and Directors by coordinating meetings, maintaining accurate records, and ensuring the organisation meets its constitutional and regulatory obligations.

Key Responsibilities

Board & Governance Administration

- Coordinate the annual schedule of Board meetings:
 - 3 face-to-face meetings
 - 5 virtual (Zoom) meetings
- Prepare and circulate agendas, papers, and supporting documentation in advance.
- Work with the Chair to ensure agendas reflect strategic priorities and governance requirements.
- Attend all Board meetings and produce accurate, impartial minutes that clearly record decisions, actions, and responsibilities.
- Maintain an action log and ensure Directors receive timely reminders and updates.
- Support the governance cycle, including AGM preparation, elections, appointments, and constitutional compliance.

Records, Compliance & Governance Standards

- Maintain secure, organised, and accessible governance records, including minutes, policies, registers, and constitutional documents.
- Ensure compliance with statutory obligations and Sport England governance requirements.
- Maintain the register of interests and ensure annual declarations are completed.
- Support risk management processes by ensuring risks, mitigations, and reviews are properly documented and reported.

Director Support & Board Effectiveness

- Coordinate induction processes for new Directors, ensuring they receive essential governance materials and organisational briefings.
- Maintain the Board skills matrix, training records, and governance documentation.

- Provide procedural guidance to Directors and act as a central point of contact for governance queries.
- Support the Chair in managing Board evaluations and governance improvement initiatives.

Communication & Member-Facing Governance

- Communicate CEP and FIJIP correspondence to Directors, clubs and team leads as appropriate
- Prepare formal notices, resolutions, and governance communications for members, including AGM documentation.
- Ensure clear, timely communication between the Board, committees, and membership where relevant.
- Uphold confidentiality and data protection standards in all governance-related communication.

Required Skills & Experience

- Understanding of governance principles, ideally within a sports NGB or membership-based organisation.
- Strong organisational skills with the ability to manage multiple deadlines and maintain meticulous records.
- Excellent written communication, particularly in producing clear, concise, and accurate minutes.
- Confidence working with senior volunteers and Directors, maintaining professionalism and impartiality.
- Familiarity with constitutional documents, governance codes, and regulatory frameworks.
- Competence with digital tools for document management (Microsoft) , meeting coordination, and communication (including Zoom).

Personal Characteristics

- **Impartial and discreet** — trusted to handle sensitive information with confidentiality.
- **Detail-focused** — ensures accuracy in minutes, records, and compliance documentation.
- **Proactive** — anticipates governance needs and keeps processes running smoothly.
- **Diplomatic** — able to work constructively with a diverse Board and volunteer community.

- **Calm and organised** — maintains clarity and order during complex or contentious discussions.
 - **Ethical and principled** — committed to transparency, fairness, and good governance.
 - **Reliable and consistent** — provides stability and continuity in the governance environment.
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Time Commitment

- Attendance at 8 Board meetings per year (3 face-to-face, 5 Zoom).
- Preparation and follow-up time for each meeting.
- Ongoing governance administration throughout the year.
- Additional time during key governance cycles (AGM, elections, annual reporting).