



Association Phoenix

Caring for and re-homing animals in need

Guidance Notes – SECRETARY

Association Phoenix is a French registered charity, exclusively supported by volunteers.

Role Description

- ◆ The Secretary is a member of the Conseil d'Administration, who will take an active role in the management and policy development of the Association. The Conseil convene for regular meetings, in addition to the Ordinary General Meeting (OGM) to which all members are invited to attend.
- ◆ The Secretary is responsible for ensuring that the Association complies with its governing document (The Statutes), and any other relevant legislation or regulations.
- ◆ The Secretary is custodian of The Statutes and is responsible for ensuring that the OGM and Conseil meetings are run efficiently and in accordance with the provisions of The Statutes.
- ◆ The Secretary is responsible for legal compliance. This aspect of the role includes ensuring that The Conseil has the correct information to enable them to make informed decisions and fulfil their responsibilities and obligations.

Responsibilities

- ◆ Maintains statutory documentation and keeps the Registre Spéciale.
- ◆ Prepares the Annual Report in conjunction with the Conseil.
- ◆ Prepares the OGM notices, agenda items and circulates to members.
- ◆ Organises the voting process.
- ◆ Records minutes at the OGM, and following approval, circulates to members.
- ◆ Records minutes of Conseil meetings, and following approval, makes available to members.
- ◆ Ensures compliance with Data Protection guidance.
- ◆ Deals with correspondence, by letter / email as appropriate.
- ◆ Maintains historic records and archive.
- ◆ Maintains an inventory of the association's assets.
- ◆ Ensures appropriate insurances are in place.

Qualities

- ◆ Commitment to the Association.
- ◆ Team player and good communicator.
- ◆ Good independent judgement and ability to think creatively.
- ◆ Computer literate with broadband internet connection.
- ◆ Working knowledge of French.