



JOB DESCRIPTION

Job Title: Board Administrator	Department: Administration
Reports to: Board of Governors	
Role: A significant amount of the role will mean liaison with the Office Bearers of the Board, and the Secretary in particular.	
Key Accountabilities:	
<ul style="list-style-type: none"> • Maintaining the membership records and archives of the Society. • facilitate good communication between the board, committees, senior management. • Convene and service Society, Board and committee meetings, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments. • Preparing draft minutes of meetings of the Society and the Board for review by the Secretary within 3 working days of the meeting. • Preparing draft minutes of meetings of Board committees for review by the secretary or Chairperson of the relevant sub-committee within 3 days of the meeting. • Maintaining and keeping in safe custody the original minutes of meetings of the society, meetings of the Board and Board sub-committees including those of a confidential nature. • Ensuring copies of minutes are made available in accordance with the provisions of the relevant Rules and by-laws of the Society. • Managing the archives and administering access to the archives and records of the Society in accordance with the provisions of the relevant Rules and by-laws of the Society and the policies of the Board. • Maintaining the board and Society policy manuals, including the constitution and by-laws of the Society and providing access and/or copies of the same in accordance with the provisions of the relevant Rules and by-laws of the Society and the policies of the Board. • Preparing under the direction of the Secretary or Chairperson, the agenda for meetings of the Board and Board sub-committees and organising the collection, collation and distribution of relevant papers for such meetings with papers to distributed at least 7 days in advance of a meeting. • Keeping adequate records of papers circulated or tabled at meetings of the Board and Board committees. • Preparing an annual calendar of meetings. • Liaising with Chair of Committees/ chair of Board to ensure the smooth running of the Board. • Preparing under the direction of the Secretary or Chairperson, the agenda for general meetings of the Society and organising the collection, collation, and distribution of relevant papers for such meetings. • Organising the distribution of notices of general meetings of the society. • Maintaining the attendance registers for all meetings of the society, Board and Board sub-committees. • Will work closely with the consultant and ensure the tasks are all completed on time and to the highest standards. • Ensuring that good quality administrative support is available for the Board & its committee. • Providing administrative support in arranging an annual schedule of meetings; 	



*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalize the role.
The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

Experience

Relevant experience 5-7 years

Qualification/skills

CS or LLB

Personal Attributes

- Excellent writing skills to be able to draft documents.
- Eye for detail and good analytical ability
- High commitment to compliance and professional discipline.

Competencies:

Will follow admin competencies.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: