JOB DESCRIPTION

Board Administrator/Clerk/Manager, South Westminster BIDs

Full Time - £ competitive

Job Overview

A Board manager/clerk will draw up and circulate agendas and papers to Board members, arrange meetings, attend meetings to take minutes of the proceedings, write up the minutes and do the necessary follow-up correspondence and administrative work.

Responsibilities and Duties

➢ Primary contact for paperwork around formalized groups within the BIDs
➢ Arranging Board meetings and preparing and circulating agendas
➢ Making all pre-Board meetings and arrangements
➢ Ensure the Chair has an accurate attendee list
➢ Preparing all Board arrangements including venue, room, set up, catering, presentation/IT requirements, attendees, presenters
➢ Ensuring papers are in the correct format and well-presented following relevant templates
➢ Work with SLT to ensure previous actions have been achieved
➢ Ensure terms of reference are set and governance is in place
➢ Attending Board meetings
➢ Responsible for taking accurate minutes and circulating these once approved by the chair and CEO
➢ Arranging various meetings and undertaking relevant administration around these meetings
➢ Responsibility for AGMs and legal notification
➢ Arranging AGM venues, board attendees, proxy voters, sector mix representation
➢ Support the with publications such a billing leaflets and annual report

Knowledge & Key Skills

➢ Good command of English
➢ Ability to produce high quality written reports noting attention to detail through accurate grammar, spelling, and formatting
➢ Self-confidence and ability to work alone
➢ Ability to work well and diplomatically with people
➢ Strong organizational skills
➢ Be confidential and discreet
➢ Ability to work well under pressure
➢ Be accountable for work undertaken
➢ Be confident to provide support to the Board and liaise with them when required
➢ Be willing and interested to learn how BIDs operate to have effective with knowledge in this role