



BLUEBELL RAILWAY PRESERVATION SOCIETY

Role of Secretary¹

Purpose of role

The position of Secretary Trustee director as set out in the Articles of Association² and compliance with legal requirements. Trustee directors will hold in trust, on behalf of the members, the majority shareholding in Bluebell Railway PLC. Trustees, Officers and Trustee directors are elected by the members and serve for a term of three years and retire by rotation but are eligible to seek re-election.

The General Secretary is the lynchpin for the efficient management of the Society. Together with the Membership Secretary and Treasurer, they manage the administrative affairs of the Society.

Note. Members seeking election to this role should not under-estimate the time commitment required.

General responsibilities

The high-level responsibilities of Trustee directors are set out in the Articles of Association. These include, but are not limited to, the following examples:

- Taking responsibility for the specific tasks (as set out below), producing papers for recommendation for decisions and leading discussions as required.
- Compliance with its governing documents, relevant legislation, regulations as well as the strategic vision for the Railway.
- Actively contribute to the Trustee board in its obligation to providing strategic direction and policy for the Railway, including planning for capital projects.
- As majority shareholder of Bluebell Railway PLC, to set high-level objectives and evaluate its performance.
- Attendance at the monthly board meetings, normally held at Sheffield Park in the evening and AGM and EGMs (see below).
- Compliance with the guidance set out in the volunteer handbook.
- To safeguard the good name and values of the Bluebell Railway by reference to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Other responsibilities include:
 - Working with directors of Bluebell Railway PLC and Bluebell Railway Trust as required.
 - Scrutinising various papers, minutes and proposals prior to meetings.
 - Providing guidance on the emerging issues in relation to the role.
 - Chairing or participation in working groups as necessary.
 - Attend PLC AGM to cast the Society's vote.

Role specific responsibilities

These include.

Society General Meetings.

These meetings are normally restricted to the Annual and the occasional Extraordinary General meetings but can include the rarer Election Meeting or a simple General Meeting (normally where the other meetings are inquorate). Responsibilities include:

- Agreeing a meeting date with the Board and booking a suitable venue and liaison with the venue management, organising refreshments etc.
- Publishing the official Notice of the meeting, calling for nominations, motions or giving notice of Trustee motions and seeking proposals to amend such motions, well before the deadline specified in Rule 24 (normally with the Winter BN to save postage).
- Receiving and validating nominations and motions by the specified date and reporting to Committee

¹ This document is designed to assist a member considering seeking election to office by setting out some general information about the role and in no way supersedes or changes the Articles of Association of the Society which should be read in full before application is made.

² The Bluebell Railway Preservation Society is a company limited by guarantee subject to its Articles of Association and company law.

- Compiling the AGM Document (Agenda, details of nominees, motions and report), including voting and proxy voting forms as appropriate; co-ordinating the Combined Accounts Document; and arranging printing and despatch of all documents to members at least 14 clear working days before the meeting date.
- Assisting the Chairman with the conduct of the meeting to ensure that the proceedings are compliant with the Society's Articles recording the proceedings and subsequent production of the minutes for circulation to members. Ensuring that agreed minutes are sent to the Archive.
- Arranging of independent tellers for the meeting if a contested election is being held and payment of honoraria to the tellers.
- Requesting nominations for a Long Service Award, printing the certificates and ensuring badges are available.

Committee Meetings

- Agreeing with the Board the planned meeting dates for the year and booking the room etc.
- Co-ordinating papers for the meeting and circulating them with the agenda prior to the meeting.
- Assisting the Chairman with the conduct of the meeting to ensure that the proceedings are compliant with the Society's Rules, recording the proceedings and subsequent production of the minutes for distribution. Ensuring that approved minutes are set to the Archive each year.
- Compiling the Society's planned expenditure budget for each year to assist the PLC's Finance Director with planning for the next financial Year and seeking Society Board approval.

Experience / qualifications / knowledge

Essential

- An adult Society member with at least three successive years of membership prior to the date of nomination to stand for election to office.
- Meet criteria to be a company director in accordance with the Companies Act.
- Willingness to devote the necessary time and effort to the role to attend meetings and to complete agreed tasks in a timely way.
- To have a good working knowledge of the Society's Articles of Association.
- Have good working knowledge of Microsoft Excel and Word or equivalent and has their own PC with connection to the Internet.
- Be confident in addressing the membership at the Society AGM.
- Good oral and written communication and people management skills.
- Ability to work collaboratively as a member of a team.

Desirable

- Management experience, professional or higher-level qualification.
- Experience of working volunteer on the Bluebell Railway.
- Familiarity of the operation of the Bluebell Railway.
- Have strategic vision.