Role Description for Secretary

Role Description for Secretary of YHA

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of YHA. It should also be considered alongside YHA's Rules and Standing Orders.

1.2 The responsibilities associated with the role of the Secretary will be carried out by a Secretary who will be elected by the governing body, every year at the first meeting following the AGM.

1.3 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of YHA, with the Secretary assuming responsibility and being accountable for ensuring that they are carried out in an effective manner. [All of the practical duties detailed at 2.1 – with the exception of attendance at meetings - will be delegated to appropriate members of staff]

2. Duties of the Secretary

2.1 YHA's Rules specify the Role of the Secretary in detail. The Secretary is responsible for ensuring that all of these responsibilities are fulfilled. All references to the Secretary within YHA's Rules are provided in Appendix 1 of this document.

2.2 The duties of the secretary include:

- Calling and going to all Annual General Meetings, Special General Meetings and governing body meetings
- Keeping the minutes for all Annual General Meetings, Special General Meetings and governing body meetings
- Sending out letters, notices calling meetings and relevant documents to Members before a meeting
- Ensuring that nominations and elections to the GB are carried out in accordance with the Rules
- Preparing and sending all the necessary reports to the Financial Conduct Authority, the Scottish Housing Regulator and the Office of the Scottish Charity Regulator ('OSCR')
- Ensuring compliance with YHA's Rules
- Keeping the Register of Members and other Registers required by YHA's Rules
- Supervision of the YHA's seal
- Confirming to the GB, at the last meeting before the AGM, that the requirements of Rules 62-67 have been met

3. Monitoring and Review

3.1 This role description was approved by the governing body on 8 October 2026. It will be reviewed not later than October 2027.