

## **The National Biodiversity Network Trust**

# **Duties and terms of appointment of the Secretariat**

## **Purpose**

The Secretariat of the National Biodiversity Trust will act on the authority of the Chairman and Trustees to:

- Safeguard the good name of the Trust and ensure compliance with all financial and legal requirements of the Trust.
- Promote the Trust and its work programme in order to increase understanding of the benefits arising from the NBN and encourage its expansion.
- Develop and periodically revise a work programme designed to create and evolve the NBN.
- Co-ordinate the work programme of the Trust through the application of good management practice

## **Duties**

### *Chief Executive Officer*

1. Ensure the servicing and effective operation of the NBN Trust Board.
2. Oversee the implementation and review of the NBN Trust business plan and its component projects.
3. Manage the sequencing, co-ordination and contribution of National Biodiversity Network projects and facilitate the linkages and 'fit' between them.
4. Manage the contractual (including financial) arrangements with, and between, funders, partners and contractors.
5. Financial management of the central budget for the NBN Trust and any distribution of funds to individual projects.
6. Manage the NBN Trust Secretariat to achieve maximum efficiency and effectiveness.
7. Support, advise and train NBN Project Leaders.
8. Co-ordinate communications, both internally (partners and projects) and externally with funders, potential new members, key players and the media.
9. Act as ambassador and spokesperson for the NBN Trust.

### *Finance and Business Officer*

1. To manage and run the key financial mechanisms used by the NBN Trust
2. To organise and minute the meetings used by the NBN Trust to co-ordinate its business.
3. To manage the internal and external communication mechanisms used by the NBN Trust
4. To compile, interpret and present financial, organisational and other information under the direction of the Chief Executive Officer to support the development of the NBN's business plan
5. To assist the administration of projects contributing to the NBN, under the direction of their project managers
6. To provide general administrative support to the NBN Trust's Chairman, Treasurer and Chief Executive Officer
7. To ensure that the Trust and its Trustees comply with the requirements of company and charity law.
8. To act as a conduit between the Trust, its Directors, members, Charity Commission (CC)

- and Companies House (CH)
9. To keep safe Certificate of Association
  10. To display the Certificate of Association and the Trust's Nameplate at Registered Office
  11. To maintain the Memorandum and Articles of Association of the NBN Trust
  12. To send the CC accounts and reports annually
  13. To notify and obtain consent from CC to changes in the Memorandum and Articles of Association