

**TERMS OF REFERENCE**  
**ROYAL HOSPITAL SCHOOL ASSOCIATION GENERAL SECRETARY**

**INTRODUCTION**

1. GS RHSA is the only paid Officer of the RHSA responsible to the General Committee for the smooth running of the Association, its financial health and for promoting wide awareness of its role.

**PRIMARY TASKS**

2. GS RHSA is to:
  - a. act as General Secretary of the RHSA responsible for the effective administration of the RHSA and for the probity of its accounts and processes
  - b. be a source of advice and guidance to RHSA Branches and Members.
  - c. ensure effective internal communications within the RHSA
  - d. maintain close links to the Royal Hospital School and Greenwich Hospital
  - e. maintain close links to other organisations of benefit to members of the RHSA
  - f. direct the work of Assistants and Volunteers
  - g. carry out any additional tasks directed by the Vice President of the RHSA

**ACCOUNTABILITY**

3. GS RHSA is responsible to the Vice President of the General Committee for the conduct of the affairs of the RHSA

**SECONDARY TASKS**

4. GS RHSA has the following secondary tasks:
  - a. Management of the RHSA:

Preparing and presenting a Business Plan to the General Committee by 1 April annually

Acting as Secretary to the Annual General Meeting(AGM) and all meetings of the General Committee and its subsidiary committees, both temporary or permanent

Implementing policies agreed by the AGM and the General Committee and its subsidiary committees

Implementing changes to the Rules of the Association as directed by the AGM

Planning and organisation of the:

    - AGM and Annual Reunion
    - RHSA attendance Remembrance Day

- Ceremonial arrangements for all RHSA events at the School
- Former pupil visits to the School
- Publication of the Gazette

Attending outside events as required by the Vice President such as:

- Branch Meetings
- Branch functions
- Meetings regarded as relevant by the Vice President

Maintaining an adequate level of insurance for the activities of the RHSA

Updating the Rules of the Association as required and the Aide Memoire to Branch Secretaries annually

Remaining up to date with changes in:

- School administration
- Employment law
- Health and Safety at Work legislation
- Data Protection issues

Directing the work of the RHSA Office

b. Accounts:

Maintaining the Central Office Accounts in accordance with current best practice and in compliance with the SORP

Collecting Subscriptions, Affiliations Fees and Branch contributions

Payment of bills and expenses

Supervising purchasing and control of expenditure

Payment of wages and PAYE

Management of bank accounts

Liaison with auditors

c. Finance:

Ensuring that all sources of RHSA funding are kept informed of RHSA activities

Proposing and developing plans and targets for membership benefits, sponsorship, trading, licensing and special events

Fund raising

d. Advice:

Acting as a responsive first point of contact for questions posed by Branches and Members

Providing advice to Branches on Fund Raising and any legislative implications of their activities

Acting as interlocutor, where appropriate, between Branches and other organisations, notably the welfare chain

e. Internal Communications

Maintaining and developing the RHSA web site

Ensuring that Branches are kept up to date with extant policies and key procedures of RHSA issues

Developing and maintaining mechanisms for regular visits to Branches in coordination with the Vice President

Producing a minimum of two newsletters per annum and further developing content in coordination with the Editor of the School Magazine

With the Assistants to the GS RHSA, developing and maintaining an electronic database of all RHSA members compliant with current legislation

Developing plans for promoting the RHSA within the School

f. Central Office:

Ensuring full compliance with extant legislation notably:

- Accountancy best practice
- Guidance provided by the Charity Commissioners
- Data Protection
- Health and Safety at Work
- Working Time Directive

Maintaining the contract of employment and salary review of the Assistant

Maintaining close links with the Maritime Museum

Maintaining Terms of Reference for Assistants and Volunteers

g. Reporting:

GS RHSA is to report progress to each meeting of the General Committee

## **REVIEW**

5. These Terms of Reference will be reviewed by means of the following process:

- a. an annual Performance Appraisal by the Vice President of the RHSA against these Terms of Reference and the Business Plan as close to the end of the Financial Year as is practicable.
- b. target setting every 6 months (5 April/ 5 October) agreed between GS RHSA and Vice President of the RHSA.