

Scheme secretary job description

Purpose

- To ensure that agendas and papers for Trustee and Committee meetings are well structured, accurate and are circulated at least seven days before each meeting.
- To support the Chairman in ensuring that meetings are conducted efficiently and effectively.
- To produce timely appropriate minutes of meetings.
- To ensure that the Trustee Board is compliant in the conduct of its business and that robust decisions are made.
- To work with advisers to ensure that new strategies are delivered on time and cost effectively.

Duties

Trustee Board and Committee meetings

- Organise Trustee meetings and coordinate the attendance of additional parties.
- Arrange pre-meeting with the Chairman.
- Prepare draft agenda, cross referring with the business plan as appropriate.
- Prepare meeting papers including the coordination of papers from advisers to enable Trustees to assess the Scheme's operations including administration and investment performance.
- Distribute the agenda and associated meeting papers to the Trustees seven days before a Trustee meeting.
- Prepare Chairman's notes and send one day before meeting.
- Attend meetings.
- Produce minutes within one week of each meeting, arrange approval and signature.
- Maintain original signed minute book, along with appendices and resolutions.
- Maintain soft copy filing system for Trustee Board papers and records of meetings and all key Scheme documents.
- Follow-up of actions arising from meetings.
- Ensure all original Deeds are retained by legal advisers.

Compliance, policies and protocols

- Ensure the Trustee Board is properly constituted at all times.
- Maintain register of interests and conflicts policy.
- Produce annual business plan to reflect routine matters and special projects / activities.
- Ensure Scheme changes are appropriately documented, including execution of amending deeds and informing all interested parties.
- Undertake an annual risk review and maintain a risk register.
- Ensure MNT nomination and selection process is implemented in a timely manner..
- Maintain list of Trustee discretions and delegations of authority, along with appropriate reporting framework.
- Establish and manage processes in relation to notifiable events.
- Maintain an authorised signatories list.
- Ensure timely review of Statement of Investment Principles and Investment Strategy.

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- Coordinate drafting and distribution of documents required for members, e.g. SFS
- Respond to queries and ensure that any complaints are handled appropriately.
- Ensure there is a structured process to review the strength of the sponsor's covenant.

Scheme registration duties

- Ensure completion of tPR's Annual Return, involving other advisers, as relevant and any other returns required by HMRC.
- Maintain log of participating Employers and potential s75 debt
- Maintain Data Protection and other registrations.
- Arrange payment of PPF levies.

Financials

- Coordinate the production of the Annual Report and Accounts, ensuring final document is signed off before statutory deadline.
- Arrange for the auditor to report (possibly in person at a Trustee meeting) on the outcome of the annual audit and make recommendations on measures to be taken to remedy any issues identified.
- Coordinate activities to ensure the timely production of the statutory triennial valuation, including liaising on covenant update, supply of data, finalisation of audited net assets, completion of the Recovery Plan and the Schedule of Contributions.
- Assist in the preparation and regular review of annual budgets and ongoing costs.
- Review and recommend invoices for payment.
- Maintain cash management in conjunction with administrators / accountants.
- Ensure investment performance monitoring is carried out and reported to the Trustees.
- Maintain scheme bank account.
- Ensure all insurance policies are renewed and premiums paid on time.

Trustee training and development

- Carry out familiarisation exercise for newly appointed Trustee Directors.
- Support the Chairman in the assessment of Trustee knowledge and organise relevant training, assisting in the delivery of this where appropriate.
- Maintain a Trustee training log and ensure that all Trustees' training needs are met.
- Arrange tailored trustee training programmes, as required.
- Ensure Trustees are kept up to date with new legislation.

Relationships with advisers and third-parties

- Manage relationships between the Trustee Board, providers and Company, coordinating activity between all parties to ensure operations are effectively implemented.
- Facilitate the periodic review of service provider performance, where required.