

ROLE DESCRIPTION - TSSF PROVINCIAL SECRETARY

1. PURPOSE OF OFFICE

To be the Third Order of the Society of Saint Francis European Province point of contact with the Charity Commission in respect of Charity Number 1064356. As a member of Provincial Chapter and a Trustee of the Order, to obtain or provide legal and professional advice to the European Province at all levels if and when required. To be the lead officer for Data Protection issues. Legal experience is helpful – but not essential.

2. ACCOUNTABILITY

To the Minister Provincial and Provincial Chapter Trustees.

3. CONDITIONS OF ELECTION

The Provincial Secretary is a professed Tertiary elected by all professed Tertiaries within the European Province for a period of up to six years, with a review by the office holder and Provincial Chapter after three years in office and the possibility of service for a further three years. After the six years he/she cannot hold the same office for at least three years thereafter. The office holder may not at the same time hold another Provincial office or Trustee job, or be the holder of any office in their own Area.

4. RESPONSIBILITIES

4.1 To act as a member of the Provincial Chapter and Trustee of the Order, attending meetings of the Chapter regularly.

4.2. To table a report for each Provincial Chapter and to share with the Chapter ideas, examples of good practice and matters of concern.

4.3. To collate, at each Provincial Chapter, the names of those seeking profession or release from vows, and to ensure that the authorised list is communicated as a formal Chapter decision to the area teams by the Link Tertiaries

4.4. With the Minister Provincial, establish the Chapter agenda and programme, and ensure circulation of reports to all Trustees before the meeting.

4.5. To act as administrator for the Provincial Chapter meetings and, as the liaison officer to the accommodation and food providers, and to locate Chapter meetings as requested by the Trustees.

4.6 To take minutes at Chapter meetings, should it be necessary, if the Minutes secretary (or a substitute) is not available.

4.7 In conjunction with the Minister Provincial to check draft minutes before dissemination, and to ensure that all Chapter members receive the minutes within two weeks of the Chapter meeting.

4.8 To monitor all personnel approved by Chapter to be in receipt of honoraria, and to act as administrative line manager to the Chapter Minutes Secretary; the TSSF Membership Secretary, the Provincial Intercessions List Compiler, and the Knox-dick Administrator.

4.9 To act as Returning Officer for all Link Tertiary and Provincial Chapter officer elections, or to delegate this task to another Chapter approved professed tertiary who need not be a member of Chapter.

4.10. To co-ordinate the production of the Provincial Annual Review, from contributions by Chapter Office holders and the annual Link Tertiary's meeting, following collation of their reports at the close of that year.