

ROLE OF THE ACTING CLERK

The role of the Acting Clerk is to assist the Governing Body by providing administrative services and procedural advice thus making it more effective.

A diligent Clerk will keep abreast of the law and regulations thus enabling the Governing Body to effectively discharge its duties.

All Governing Bodies are required to appoint a Clerk if they have not bought into the Governors Support Service, Service Level Agreement (SLA).

The responsibilities of an Acting Clerk include: -

- ***The convening of meetings in accordance with regulations. A Clerk should be present at all ordinary meetings;***
- ***The taking of minutes of the meeting and undertaking any follow up action that is required;***
- ***Ensuring that all minutes are collated, confirmed and signed at the next ordinary meeting;***
- ***Maintaining a register of members of the Governing Body and reporting any vacancies;***
- ***Maintaining a register of Governors' attendance at meetings and reporting on non-attendance;***
- ***Reporting to the Governing Body as required on the discharge of their functions and performing any other duties as may be determined by the Governing Body;***
- ***Providing comprehensive advice on Governing Body functions and procedures.***

Where there is no official Clerk present, Governors should at the beginning of their meeting arrange for one of their number to take minutes, so that the Governing Body decisions can be recorded.

The regulations state that, a Governor can act as Clerk on a one-off basis.