

**Civil Service Family Protection Scheme Board(CSFPSB)**

**Position Statement of a Secretary of the CSFPSB**

## Civil Service Family Protection Scheme Board (CSFPSB)

The Secretary of the CSFPSB is responsible for:

- i. Ensuring that the organisation complies with its legal and all relevant statutory and regulatory requirements, Codes of ethics and rules established by the Board;
- ii. Providing the Board as a whole and directors individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the organisation;
- iii. Developing the agenda of Board and Board committee meetings in consultation with the Chairperson;
- iv. Circulating agendas and any supporting papers in good time;
- v. Ensuring the presentation of high-quality information to the Board and its committees;
- vi. Checking that quorum of meetings is present;
- vii. Taking minutes of Board meetings and circulating the minutes to all members;
- viii. Ensuring that the procedure for the appointment of board members is properly carried out;
- ix. Assisting in the proper induction of board members, and
- xi. Providing comprehensive practical support and guidance to board members.

The Secretary of the CSFPSB should ensure compliance with all relevant statutory and regulatory requirements.

Both the appointment and removal of the Secretary shall be a matter for the Board as a whole and shall be in accordance of S 7 of the CSFPS Act. The Board must satisfy itself that the appointee is fit and proper and has the requisite attributes, experience and qualification to properly discharge his/her duties.

The Secretary should report to the Chairperson on all Board governance matters.