**Job Description**Board Director, and Company Secretary
Ashwell House St Albans Ltd.

## **Job Purpose:**To provide effective management of all business operations and the maintenance of facilities, with emphasis on; administration, finance, purchasing/contractual agreements, maintenance, compliance, personnel, and the development of long-term working relationships with members, guests, other Masonic Halls and UGLH

**Responsibilities include, but not limited to:**Administration

* Manage internal and external communication and processes in a timely and efficient manner
* Engage the Board through the preparation, facilitation, follow up and documentation of all Board meetings
* The preparation, facilitation, follow up and documentation for the annual general meeting
* Ensure adequate processes are in place to comply with legal and health and safety requirements
* Consistently assess potential risk to the effective management of the business and make provision as required
* Seek out best practice from other individuals and Halls and apply as appropriate

Finance

* Ensure all monies taken are accurately recorded, reconciled, stored, and banked in a timely manner
* Raise appropriate invoicing details for activities undertaken
* Process necessary documentation and payments to suppliers in accordance with negotiated agreements
* Ensure banking provisions are created and maintained through close liaison with banking partners

Purchasing & Contracts

* Negotiate supplier contractual terms to ensure the best possible rates and service available. To include, Caterer, Cleaners, BWS suppliers, Waste Management, Repairs, Maintenance, I.T. Support, Accountancy, Parking, External users of the Kitchen, and Letting agents
* Define and communicate Pricing terms for all services, to include, Concessions, Exceptional Meetings, Social Groups, Local Community Groups, Charity Events
* Purchase equipment to meet Legal, Health & Safety needs, and the efficient running of the business in general

Maintenance

* Ensure the facilities are consistently presented in a manner upholding the reputation as the ‘Premier’ Masonic Halls within Hertfordshire
* Prepare and execute a schedule of work to be completed during the summer closure period
* Manage the schedule of work to ensure completion on time, in full and to agreed budget

Compliance

* Ensure a robust booking process is in place for meetings and dining and that compliance is consistently and fairly applied to all

Personnel

* Ensure appropriate Recruitment, Training, Discipline, Motivation, Development and Retention of personnel
* Consistently seek out potential employees to minimise loss of coverage in key areas

Relationships

* Ensure good working relationships with, Colleagues, Provincial Personnel, Lodge Secretaries and Treasurers, Members, Guests, Suppliers, and Local neighbours
* Actively participate in the preparation and implementation of major events where appropriate

General

* Undertake, secure and become the Company Licensee
* Undertake any other duties to ensure the role is carried out to the highest standards of professionalism and to meet the varying demands of Ashwell House, and to satisfy members and guest needs

The above does not constitute a definitive list, and we may consult with you further, to amend the duties and responsibilities outlined

**Preferred Knowledge, Skills & Experience:**

* An active member of the Craft
* A working knowledge of Microsoft Office products
* A background in Business, Legal, I.T. or Finance
* Excellent planning and organisational abilities
* Clear communication skills, both written and verbal
* Outstanding Interpersonal skills and People management experience

April 2022