



Littlehampton Harbour Board

Job Description for the Clerk to the Board

- (a) To review all relevant Acts, Regulations, Bye-Laws and other legislation and advise the Board accordingly.
- (b) Arrange for the election, as necessary, and appointment of Board members.
- (c) Provide relevant induction and training development for Board members.
- (d) In consultation with the Chairman of the Board, monitor and appraise the performance of Board members.
- (e) Arrange the provision of all secretarial and administrative support to the Board.
- (f) In consultation with other members of the Board's Management Team review and update the constitution, Standing Orders and Financial Regulations of the Board.
- (g) To settle claims, in consultation with the Harbour Manager, Treasurer to the Board and the Chairman.
- (h) To appear in courts of law and at local inquiries on behalf of the Board.
- (i) To seal documents.
- (j) To prepare and conclude contracts including the sale and acquisition of interests in property of any kind.
- (k) To institute or defend any legal proceedings.
- (l) To report to the Board as necessary on governance issues and compliance with these standing orders.