

## **Clerk Auditor**

### Preamble

The Incorporation's clerking functions follow established custom and practice in addition to delivering functions defined in the Incorporation's Rules and Bye Laws. The Incorporation has 'contracted' the clerking functions to the Trades House office, noting that the Clerk to the House cannot serve as Clerk to the Incorporation. The Incorporation has identified the need to appoint a full, voting member of the Master Court to serve as Clerk Auditor, with the undernoted Terms of Reference.

### Purpose

Provide the Master Court and Trade with Assurance that the Clerking Functions defined in the Incorporation's Rules and Bye Laws and by established Custom and Practice are being delivered efficiently and effectively by the organisation controlled by the Chief Executive of the Trades House and that the envisaged advantages of synergy between the House and Incorporation are being realised.

### Qualification

The Clerk Auditor shall have held the office of Deacon in the Incorporation and shall be a current elected member of the Master Court.

The Clerk Auditor shall be appointed at the Choosing Meeting and hold office for one year. The member appointed as Clerk Auditor may be re-appointed twice in successive years provided the member remains a member of the Master Court.

### Accountability and Authority

The Clerk Auditor is accountable to the Master Court through the Deacon.

## Terms of Reference : Incorporation of Bakers of Glasgow

The Clerk Auditor is authorised, in fulfilment of the Purpose, to liaise with the Chief Executive of the Trades House and the office staff nominated to provide clerking services to the Incorporation.

The Clerk Auditor is authorised to submit the completed Annual Return to the Scottish Charity Regulator on behalf of the Master Court.

### Tasks

The tasks of the Clerk Auditor include:

1. Acting as the primary point of contact between the Incorporation and the Chief Executive and nominated staff of the Trades House for the delivery of the clerking function. In fulfilling this role, the Clerk Auditor does not subsume the relationships between the Deacon and the Clerk or between the Collector and the Clerk defined in the Rules and Bye Laws.
2. Acting as the Incorporation's focal point for the drafting, establishing, implementing and maintaining the Service Level Agreement between the Incorporation and the Chief Executive of the Trades House which forms the *de facto* 'contract' between the organisations.
3. Auditing the efficient delivery of the functions of the Clerk as defined in the Rules and Bye Laws, by established custom and practice and by the Service Level Agreement.
4. Auditing the costs incurred through the delivery of the functions of the Clerk as defined in the Rules and Bye Laws, by established custom and practice and by the Service Level Agreement.
5. Authorising the submission of the annual return to the Office of the Scottish Charity Regulator on behalf of the Master Court.

## Terms of Reference : Incorporation of Bakers of Glasgow

6. Acting as the Master Court's focal point for interfacing with external regulatory authorities.
7. Maintaining the Rules and Bye Laws under review.
8. Such additional tasks as are required to fulfil the Purpose.