

The Merchants House of Glasgow (‘the House’)

General Manager/Chief Executive Job Description

1. Overview

- 1.1 Effectively manage, develop and promote all aspects of the House and its business and activity, being accountable and responsible to the Board of Directors (‘the Board’) through the Lord Dean of Guild (‘the Lord Dean’) (or his or her nominee) or as may be determined by the Board from time to time.
- 1.2 Support the Board, Committees of the Board and the Lord Dean in their decision making, duties and activity.

2. Human Resources

- 2.1 In consultation with and subject to the approval of the Board, recruit (and, as necessary) dismiss staff.
- 2.2 Ensure that staff are fully enabled, informed and motivated so as to effectively discharge their responsibilities, realise their potential and maximise their value to the House.
- 2.3 Manage staff performance and set, review and monitor staff objectives.

3. Finance and Compliance

- 3.1 Be responsible for the sound day to day running and financial control of the House, maintain cash and other ledgers, prepare cheques for signature and manage the House’s banking arrangements.
- 3.2 In consultation with the Chair of the Finance and Investment Committee, create accurate and reliable budgets and cash flow forecasts for the House and its business and activities.
- 3.3 Ensure, in co-operation with the House’s external accountants, the production of management accounts and their timely circulation to the Finance and Investment and Audit Committees and to the Board.
- 3.4 Ensure compliance by the House, as a registered Scottish Charity, with charities law and regulation.
- 3.5 Ensure compliance by the House with applicable laws and regulations, including Health and Safety and Fire regulations.
- 3.6 In consultation with the Audit Committee regularly review and maintain the House’s risk register and monitor compliance with risk - mitigating measures.

4. Membership

- 4.1 Manage, develop and enhance the House's relations with its members and work towards the enhancement of the membership experience for their and the House's benefit.
- 4.2 Promote and strengthen membership growth and interest in the House.
- 4.3 Maintain accurate and useful membership records.
- 4.4 Manage the organisation of member and director events, including the Annual Dinner, the Lord Dean's Valedictory Dinner and theatre, golf and other outings.
- 4.5 Manage the calling and holding of Annual and other General Meetings of the House.

5. Promotion of the House

- 5.1 Ensure, in consultation with the Lord Dean and the Membership and Marketing Committee, the effective and useful promotion of the House to its members and the public, including through social and other media.
- 5.2 In consultation with the Lord Dean and the Membership and Marketing Committee, develop, enhance and maintain the House's website, Facebook page, other social media and the House's literature.
- 5.3 Promoting and marketing the House's trusts administration and management expertise and capability with a view to attracting further trusts and funds to the House's management.

6. The Board and Board Committees

- 6.1 Support the Board and Board Committees, these being currently the Audit Committee, the Finance and Investment Committee, the Property Committee, the Grants Committee, the Benefits Committee and the Membership and Marketing Committee.
- 6.2 In consultation with the Lord Dean (in respect of Board meetings) and Committee Chairs (in respect of Committee meetings) prepare and circulate timely agendas and other papers for, and minutes of, such meetings.

7. Property - The Merchants House Building

- 7.1 In consultation with the Property Committee, oversee and facilitate the management by the house's external property managers ('the Property Managers') of the Merchants House building and its letting to tenants.
- 7.2 In consultation with the Property Committee and the Property Managers, ensure the effective day to day management of the building by the House's internal facilities manager.

8. The Merchants Hall Suite ('the Suite')

- 8.1 Promote and market the use of the Suite as a commercial activity and institute, maintain and operate an effective and user friendly booking and user system.
- 8.2 Manage and develop the use of the Suite and promote and enhance the customer experience of the Suite.

9. Grants

- 9.1 In consultation with, and under the direction of the Grants Committee, manage the receipt, assessment and processing of grant applications made to the House by third parties and the effective follow up of grants made by the House including monitoring compliance by recipients of applicable conditions.

10. Benefits

- 10.1 Manage the effective operation by the House's designated benefits staff (the Visitor) of the House's benefits activity, including receipt, assessment and submission to the Benefits Committee of applications and the ongoing reassessment of benefits in payment.

11. Special and Designated Charitable Trusts and Funds

- 11.1 Be responsible for the effective management of the specific and designated trusts and funds administered by the House including, at present, the Bogles of Gilmorehill Bursaries, the Buchanan and Ewing Fund, the Carol Richmond Charitable Trust, the George Crozier Trust Fund, the Glasgow Dean of Guild Court Trust, the Glasgow Nursing Medical Relief Association, the Inverclyde Bequest Fund, the RNVR Club (Scotland) Memorial Trust, the MacPherson charitable Trust, the Matthew B Campbell Trust, the Morgan Mortification, Traveling Scholarships and the Underwood Trust Fund.