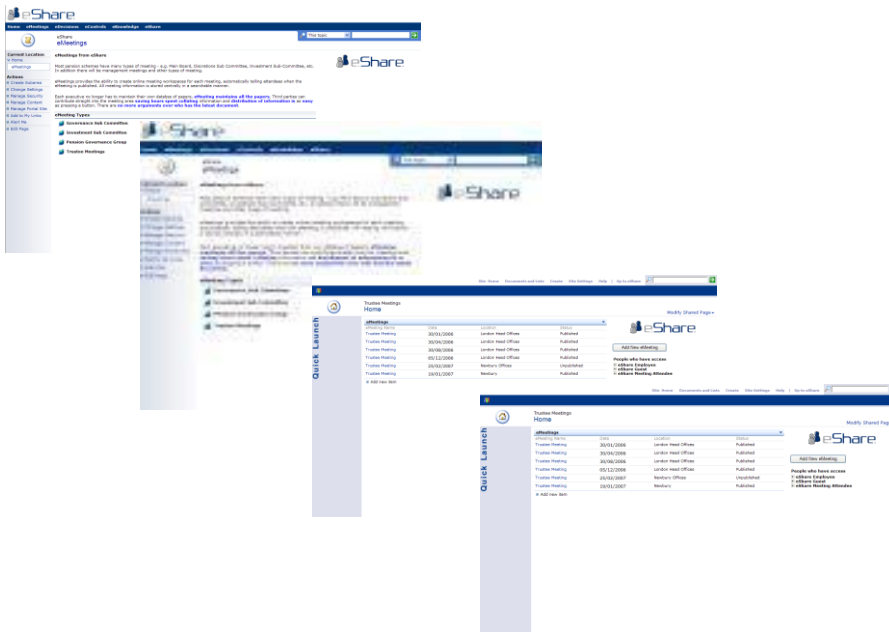


Secretariat Package

Providing an easier way to connect trustees with their pension scheme and relieve the burden on the secretariat function

The secretariat function serves as the main connection between trustees and their charity.

The workload placed on the secretariat can be great and with scheme governance becoming ever more complicated, it is important to provide the necessary tools which allow this function to be performed effectively. To improve governance we need to start here and work to relieve the burden placed upon the secretariat so they can better connect trustees with their fund.



Benefits

The benefits of implementing the eShare Secretariat Package are numerous, including:

- Aiding the secretariat function
- Allowing for earlier and instant distribution of meeting papers
- Allow for agenda collaboration
- Ensures all meeting actions are managed
- Everyone can see exactly what actions are outstanding for each committee
- Costs and risks are reduced through reducing the time wasted performing mundane tasks
- Creates an automatically managed precedent database
- Full clear audit trails help improve scheme transparency
- Creates a centralised knowledge base with easy access to information

Functionality:

The Secretariat Package includes:

- eMeeting collaboration to produce meeting information
- Simplified distribution of meeting papers
- Central maintenance of all meeting information
- Inclusion of meeting action management

"We primarily implemented eMeetings to streamline the sheer volume of paperwork that we had to produce. Before eShare, we had a dependency on paper documents and this posed several risks"

Prices:

The Secretariat Package from eShareCharities costs £250 per month on contract and £350 per month when you Pay-As-You-Go.

The price includes your first 10 users, after this, the cost per user will be £10 per person per month.

Contact Us:

For more information about the Secretariat Package from eShare Charities, or to arrange a personal demonstration, please call **0845 200 7829**, or e-mail **Info@eShareUK.com**