



## Secretary – Role Description

### Overall Purpose:

1. To provide an efficient secretariat service to the charity's board and its management team and to manage administration of the charity legal duties and responsibilities.
2. The charity secretary is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-committees, helping and supporting the chair of the board of trustees.
3. The charity secretary may also be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting the charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.
4. The charity secretary should be responsible for keeping the 'conscience' of the charity, by way of ensuring that the trustees continue to take decisions and act in line with the governing document and comply with the relevant legislative and regulatory requirements the charity is subject to.

### Main Role and Responsibilities

1. To liaise with the chair and management team to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
2. To act as charity secretary and ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.
3. To ensure that all meetings comply with the requirements of the governing document.
4. Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
5. Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
6. Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document. Also, to act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
7. Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
8. Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
9. Ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
10. Plan and prepare the committee meetings and AGM with others as appropriate (planning dates, booking rooms, sending out minutes and other papers).
11. Minute committee meetings or ensure another minute taker is available.
12. Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.

## **What we are looking for**

### **Essential**

- Experience of being a trustee.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and can encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion Gorebridge Community Development Trust's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Responsive and available.

In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

### **Responsibilities of all trustees**

- Support and provide advice on Gorebridge Community Development Trust's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Gorebridge Community Development Trust's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Gorebridge Community Development Trust's financial statements.
- Keep abreast of changes in Gorebridge Community Development Trust's operating environment.
- Contribute to regular reviews of Gorebridge Community Development Trust's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Gorebridge Community Development Trust's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Gorebridge Community Development Trust's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### **Essential qualities and attributes of all trustees**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values Gorebridge Community Development Trust's.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **Terms of appointment**

### **Terms of office**

- The Chair will hold post for 2 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

### **Time commitment**

- Attending 12 Board meetings annually. Currently meetings are held in person at the Gorebridge Beacon, hybrid can be arranged.
- Monthly scheduled meetings with sub-committee
- Attending Strategy and any training sessions.
- Monthly scheduled meeting with the DTM with flexibility to respond swiftly to the occasional ad hoc issue.