



Job Description - Board Secretary

Role specification

In addition to the general duties of all trustees, the Board Secretary is also responsible for the following:

1. Servicing of Board meetings:
 - a. Preparing meeting agendas;
 - b. Setting up the online meeting room;
 - c. Maintaining the action log;
 - d. Maintaining the forward agenda;
 - e. Drafting minutes of meetings.
2. Maintaining the Trustee Register, Register of Interests, and Skills Matrix.
 - a. Assist the Chair with Board succession planning.
3. Ensuring that the charity's records with the Scottish Charity Regulator are up-to-date.
4. Working with the Treasurer to prepare and file the charity's annual return by the stipulated deadline.
5. Provide advice on charity governance and procedure to the Board, ensuring that the charity complies with its governing documents and legal obligations.

Person specification

Essential

1. Experience of committee servicing or similar, including minute-taking.
2. Organised, with strong communication and interpersonal skills.
3. Knowledge of, or willingness to learn, Scottish charity law and governance best practice.
4. Working knowledge of Google Workspace.
5. Demonstrable ability to work in a remote/hybrid format.

Desirable

1. Interest in student mental health.