



- Role Title:** Board Secretary
- Direct Report:** Works closely with the Chair, Chief Executive and the Board of Trustees.
- Background:** Administration, Strategy and Governance, Project Management

1.0 Role Summary

- Provide administrative and secretarial support report to the Board and CEO
- Contribute to the charity's board management and organisational processes
- Ensure that meetings and decisions are effectively minuted and recorded

2.0 Main Responsibilities of the Board Secretary

Board Meetings

- Ensure that accurate minutes are produced following all formal meetings of the board.
- Ensure minutes are circulated, signed, recorded and stored appropriately.
- Liaise with the CEO and Chair to ensure meeting agendas are circulated in good time.

Management Reporting

- Ensure a high standard of management accounting, record keeping and financial controls are in place.
- Liaise with Finance Manager to prepare and produce management accounts quarterly.

Governance

- Contribute to the oversight of all organisational policies and procedures.

3.0 Person Specification

Essential

- Some experience of administration or secretarial duties.
- Knowledge of how to write meeting minutes.
- Competent use of IT skills.

- Proven ability to communicate effectively with members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Desirable

- Demonstrated knowledge and experience of charity business and administration practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- A team-oriented approach to problem solving and to management.

Values

- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives and an awareness and an understanding of the pressures and challenges they face.
- An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

4.0 Time Commitment

We would expect trustees to attend a 2 hour board meeting once a month and commit additional hours to write up and circulate minutes, agendas, reports etc.

5.0 Location

Meetings take place in West Norwood, Lambeth (SE27) and also online.

6.0 Optional

There is the option to become the charity's Company Secretary.