



Secretary to the Board of Trustees Job Description

Reports to

Board of trustees

Job purpose

The charity secretary is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-committees, providing assistance and support to the chair of the board of trustees.

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.

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.

Key accountabilities

To liaise with the chair and chief executive officer to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.

To act as charity secretary and ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.

To ensure that all meetings comply with the requirements of the governing document.



Main duties

Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document. If the position of charity secretary is an honorary one, this may be in partnership with a paid member of staff.

Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.

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.

Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.

Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.

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.

Plan and prepare the committee meetings and AGM with others as appropriate (planning dates, booking rooms, sending out minutes and other papers).

Minute committee meetings or ensure another minute taker is available.

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.

Knowledge, skills and experience

- Good listening, oral and literacy skills.
- Ability to organise time and work to deadlines.
- Record keeping, information retrieval and dissemination of Management Committee data/documentation to the trustees and relevant parties.
- Writing agendas and concise minutes.
- Knowledge of charity law and the voluntary sector.