

TRUSTEE: SECRETARY



Overview of the duties of the secretary.

- 1) Upholding the charity's Governing documents and legal requirements.
- 2) Maintaining effective communication and correspondence
- 3) Keeping effective records and administrate the charity's data.
- 4) Ensuring meetings are effectively organised and minuted.

Person specification: Secretary

- Excellent organisation and record keeping essential.
- Experience writing agendas and taking minutes essential.
- Excellent communication written English.
- Experience within a charity and or knowledge of charity legislation an advantage.

Commitment

Please note. We are a very new charity with no paid staff. Trustees will be required to commit to developing the charity initially.

- Estimated commitment of 4 hours per month.
- Meetings are currently held at Second Home North London. Subject to change
- Trustees are custodians of their specialised field. As well as the overall regulatory duties of a Trustee. Their specific expertise will be called upon in both independently and in an advisory capacity.

DETAILED DESCRIPTION OF TRUSTEE: SECRETARY

1) Upholding the charity's governing documents and legal requirements.

- Act as custodian of the organisation's governing document, policies and rules.
- Understand the charity's purposes and be able to communicate them effectively.
- Ensure the charity's activities are in line with its purposes.
- Ensure the charity law requirements are met.
- Sit on recruitment and appraisal panels when required.

2) Maintaining effective communication and correspondence

- Respond to all committee correspondence in line with the charity's purposes and rules.
- Keep organised records of all charity correspondence.
- Assist in reporting the activities of the organisation and future programmes to the press and the public along side the social media and development officer.
- Prepare a report of the organisation's activities for the year, for the Annual General Meeting.

3) Keeping effective records and administrate the charity's data.

- Ensure tight control of all charity data in a sensitive and secure fashion.
- Ensure anyone can view charity documents that need to.
- Ensure the charity is up to date with all legally required documentation.
- Keep up to date contacts in accordance with the charity's GDPR policy.
- Keep records of names and organisations that are of use to the charity in accordance to the GDPR policy.
- File minutes and reports.
- Keep a record of the organisation's activities.
- Keep a diary of future activities.

4) Organising meetings

- Administrate the booking and planning of meetings. (We currently hold meetings at Second Home in North London.)
- Send out requests for agenda items from board members and circulate collated agendas.
- Take minutes.
- Circulate approved minutes.
- Ensure the quorum is present.
- Check that agreed actions are carried out.

5) Work with a dedicated team of volunteers.

The secretary will have the opportunity to help recruit and run a small team of dedicated administrative volunteers. The secretary will be able to delegate to or receive targeted support from this group. The charity will recruit for this group when the secretary is appointed.

THE TRUSTEE ROLE

The following is taken verbatim from the Charity Commission's website. Please see more at <https://charitycommission.blog.gov.uk/tag/the-essential-trustee/>

Your legal duty

- Act in your charity's best interests.
- Manage your charity's resources responsibly.
- Act with reasonable care and skill.

2. Trustees' duties at a glance

This is a summary of trustees' main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

2.1 Before you start - make sure you are eligible to be a charity trustee

- You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
- being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register
- You can read the automatic disqualification guidance for charities which explains the disqualification rules in more detail.

Ensure your charity is carrying out its purposes for the public benefit

- You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:
- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes
- Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

2.2 Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

2.3 Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

2.4 Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land
- You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

2.5 Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice

when necessary

- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

2.6 Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

Equal opportunities

Pain affects everyone. Equal opportunities are a core part of our identity. We align ourselves to the equal opportunities act 2010. We endeavour to work with the best candidates regardless of gender, age, race, religion, disability, sexual orientation or any factor which might be a barrier to equal opportunities.

Please see our new website @ www.somethingchronic.org for more information.

