



Role Description – Charity Secretary

What are we looking for?

We are looking for a new Charity Secretary to play a vital role in making sure that Greatwood and Horseclose Residents Association achieves its core purpose of benefitting the local community of Greatwood and Horseclose.

This role is for someone who is organised and methodical, with an eye for detail. They will plan, organise and take minutes at our board meetings as well as playing an important part to develop our strategic goals.

Role Purpose -

The Secretary will oversee the overall management and administration of the association and ensure that we have a clear strategy and that our work and goals are in line with our vision.

The secretary, along with the other trustees will support and challenge to enable Greatwood and Horseclose Residents Association to grow and thrive, and through this, benefit the residents & the wider neighbourhood.

Tasks and activities will include -

- Planning, arranging and producing meeting agendas for our trustee meetings, any sub-committees and our AGM with the Chair, in line with legal, and other regulatory requirements, and in accordance with our governing document
- Assist with any official correspondence
- Supporting our trustees in fulfilling their duties and responsibilities
- Organising trustee induction and ongoing training
- Support the Chair to ensure we comply with the relevant charity regulations, including all our reporting responsibilities

Skills/ Experience / Qualities

- Knowledge of Greatwood and Horseclose
- Ideally you will have some knowledge of charity governance, but we can support you to get further training in this
- A commitment to the values and principles of our organisation and a passion to make a difference in the community

- Excellent communication and organisational skills
- Excellent written skills with the ability to present clear and concise information
- Proficient in IT
- Sound, independent judgement, courage, common sense and diplomacy
- Sufficient time and commitment to fulfil the role; around four hours per month
- Ability to listen to and welcome alternative opinions and experiences
- Flexibility in thinking
- A desire to implement the highest standards of governance
- A self-starter that can get things done

Skills and experience you will gain in the role -

- knowledge of charity governance
- clear understanding of the legal duties, liabilities and responsibilities of trustee boards and charities
- Organisational and presentation skills
- Deeper knowledge of the community and community activity

Benefits of volunteering in this role -

The role of Secretary is an excellent way for anyone who would to progress in governance in the charity and voluntary sector, as well as learning skills that can be transferable to admin roles in other sectors.

Time required -

The role is flexible and we envision you may spend about 4 hours per week on secretary tasks, which can be completed at your home. These can happen around your other commitments and do not need be completed in a four hour block.

Our meetings happening every 6 weeks, in person at the Greatwood and Horseclose Community Centre, so you will need to be available for those. The meetings last 2 hours and are held at a variety of times/days to suit our board members.