



JOB DESCRIPTION

POST TITLE	Secretary of the Board of Trustees
ISSUE DATE	21/08/2023
REPORTING TO	The Chairperson

Main Areas of Responsibility

- To support the CEO's and Staff in the achieving the [Smart Manifesto](#), namely providing a safe space for young careers, young adult carers, older people and those living with dementia (and their families) providing a creative outlet and to inspire change, one piece of art at a time.
- To ensure that all [Dover SmArt Project](#) Board of Trustee meetings are properly administered and recorded.
- To ensure any other [Dover SmArt Project](#) Board of Trustee meetings and events are properly administered and recorded.
- To maintain and keep up to date Board of Trustee records
- To support the Chairperson in the monitoring of committee member action points.

Key Roles and Responsibilities

- To support the Chairperson in the planning and preparation of Board of Trustee meetings and the AGM.
- To plan meeting dates, book rooms, send out notifications, minutes and other papers.
- To support the Chairperson in drawing up agendas.
- To accurately and comprehensibly minute Board of Trustee meetings including closed meetings.
- To accurately record decisions and actions in the minutes and report at the next meeting on the progress of actions and the result of decisions.
- To maintain accurate and up-to-date Board of Trustee records, including appropriate safeguarding checks.
- To deal with correspondence, writing letters/emails as agreed at meetings, summarising correspondence/emails received at the next meeting and drafting replies as appropriate.
- To make the appropriate arrangements for any necessary reporting including the annual report to Board of Trustees
- To attend at least 8 Trustee Meetings including annually (1 AGM and 1 Budget Approval)
- To report any serious conflicts of interest in line with [Dover SmArt Project](#) procedures
- Ensure that the CEO's have the resources need to deliver what is agreed
- Support the CEO's in the setting and delivery of [Dover SmArt Project](#) Policies
- To adhere to the requirements of the Charities Commission including:
 - ✓ Ensure [Dover SmArt Project](#) is carrying out its purposes for the public benefit
 - ✓ Comply with the [Dover SmArt Project](#) governing documents and the law
 - ✓ Act in [Dover SmArt Project](#) best interests
 - ✓ Manage [Dover SmArt Project](#) resources responsibly
 - ✓ Act with reasonable care and skill
 - ✓ Ensure the [Dover SmArt Project](#) is accountable
 - ✓ Adhere to the requirements and guidelines as laid down by the Charity Commission (The essential trustee: what you need to know, what you need to do (CC3))