

Overall purpose

- The Secretary to the Executive Committee is primarily responsible for the smooth and efficient running of General Meetings, meetings of the Executive Committee and any sub-committees; providing assistance and support to the chair of the board of trustees.
- The Secretary to the Executive Committee is also responsible for monitoring the charities legal responsibilities and ensuring that trustees carry out all actions assigned to them by Executive Committee.

Specific duties

- Assist the Chair with drawing up the agenda for each General Meeting, meeting of the Executive Committee and any sub-committees, providing updated information on actions (“matters arising”) and deadlines relating to the charity.
- Horizon scanning for changes (including regulatory and legislative changes) that may affect the organisation and that should be addressed or disclosed to the Executive Committee.
- Minute all meetings (or ensure another minute taker is available) and ensuring that decisions and are accurately recorded.
- To monitor action points and remind trustees of outstanding actions where necessary.
- Being familiar with the charity’s governing document, the legal responsibilities of charities under the Charities Acts and the charity’s own policies.
- Ensuring that the charity’s policies are up to date.
- Maintaining the register of members, and contact details of trustees.
- Working with the Treasurer to ensure that the charity files all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the charity’s details and/or trustees’ details).
- Ensuring that the Executive Committee are aware of their obligations under relevant codes such as “The essential trustee” and the “Charities Governance Code (for smaller charities)”.
- Ensuring that minutes are stored safely and are accessible by the Chair and any other charity trustee if required.
- Deal with correspondence, writing letters, emails as agreed at Executive Committee meetings, summarizing correspondence/emails received at the next Executive Committee meeting and drafting replies as appropriate.
- Ensuring the venue/room is prepared appropriately for the meeting.

Person specification:

- To have good listening, oral and literacy skills.
- Knowledge of the law and best practice relating to English charities.
- To be organized and methodical.
- Good written English.
- Able to contribute to discussions.
- Able to keep accurate records.
- Relevant skills to organise a meeting well.
- An understanding of data protection and confidentiality.