



Secretary Role

Overview:

The Secretary of a Children's Charity plays a crucial role in supporting the effective governance and administration of the organisation. This individual serves as a key liaison between the board of trustees, executive leadership, and external stakeholders. The role requires a combination of administrative skills, organisational acumen, and a genuine commitment to the mission of the children's charity.

Responsibilities:

Meeting Coordination:

- *Organise and coordinate board meetings, ensuring timely distribution of agendas, minutes, and relevant documents.*
- *Liaise with board members to confirm attendance and manage any logistical requirements for meetings.*

Documentation and Record Keeping:

- *Maintain accurate and up-to-date records of board minutes, resolutions, and other essential documents.*
- *Oversee the safekeeping of legal and governance documents, such as the charity's constitution and policies.*

Communication and Correspondence:

- *Manage communication channels between the board, staff, and external stakeholders.*
- *Draft and distribute official correspondence on behalf of the board and executive leadership.*

Compliance and Legal Affairs:

- *Stay informed about relevant laws and regulations affecting the charity sector.*
- *Ensure the charity's compliance with legal requirements and assist in the preparation of regulatory filings.*

Governance Support:

- *Support the board in maintaining high governance standards and adherence to best practices.*
- *Facilitate the orientation of new trustees, providing them with necessary documentation and information.*

Policy Development and Review:

- *Assist in the development and review of organisational policies and procedures, ensuring they align with legal requirements and the charity's values.*

Strategic Planning:

- *Collaborate with the board to contribute to the development and implementation of the charity's strategic plan.*

Committee Participation:

- *Actively participate in relevant board committees, such as governance or finance, as assigned.*

Qualifications / Administrative Skills:

- *Strong organisational and administrative skills with attention to detail.*
- *Proficiency in office software, including word processing and spreadsheet applications.*

Communication Skills:

- *Excellent written and verbal communication skills.*
- *Ability to draft clear and concise documents and communicate effectively with diverse stakeholders.*

Legal and Governance Knowledge:

- *Understanding of charity law, governance principles, and regulatory requirements.*
- *Familiarity with the specific legal and regulatory landscape for children's charities.*

Team Player:

- *Ability to work collaboratively with other trustees, executive leadership, and staff.*
- *Willingness to contribute actively to board discussions and decisions.*

Time Commitment:

The Secretary role typically requires a commitment of approximately 5-10 hours per month, including board meetings, committee meetings, and time spent on administrative tasks. This may vary depending on the charity's activities and specific demands.