**Board Secretary (volunteer): Role Description and Person Specification**

The Board of Trustees at Nelson’s Journey are seeking a volunteer secretary. The vacancy has arisen due to the retirement of the current secretary. The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Board.

The Secretary is responsible for:

* Ensuring full Board meetings are organised and minuted
* Maintaining effective records and administration
* Supporting where necessary Trustees on the requirements of the charity’s Constitution, governing documents, and other agreed governance processes; and having a basic awareness of charity law (training provided)

Main responsibilities:

1. Ensuring full Board meetings are effectively organised and minuted

Liaising with the Chair to plan meeting dates

Preparing agendas in discussion with the Chair

Circulating agendas and reports

Taking and circulating minutes of full Board meetings

Recording and maintaining a record of Trustees’ confidential discussions

Ensuring that minutes are approved and signed by the Chair and filed

2. Maintaining effective records and administration

Filing minutes and reports, both in paper and electronic forms

Ensuring confidential information is securely held and not disclosed

Ensuring that electronic files are available to the Board through IT systems in place

3. Upholding the Constitution

Reporting to the Board on any relevant points in the charity's governing documents (Constitution), including checking quorum at meetings and declarations of interests at meetings

Ensuring Board appointments and elections are in line with the charity’s procedures

Ensuring that agreed processes, such as annual declarations of interests by Board members, are followed

Ensuring organisation's activities are in line with its objects

Informing Trustees of any relevant charity law requirements if necessary

**Person Specification**

**ESSENTIAL**

To have good listening, oral and literacy skills.

To be organized and methodical, and have experience of providing administrative support

To respect and maintain confidentiality (a confidentiality agreement will be required)

To be able to work effectively as a team

To understand and to be committed to the charity values

To be able to keep accurate records

To be able to accurately record decisions and actions in meeting minutes, and ability to summarise complex relevant discussions as those discussions are happening

To have sufficient IT skills to enable: preparation of meeting minutes and documents; organise electronic files relevant to Trustee business; use of systems that allow for sharing of electronic documents to Trustees.

To be committed to the safeguarding of children

To be able to access transport to attend meetings at Little Plumstead

**DESIRABLE**

Knowledge and experience of Charity law and governance requirements

Understanding of Nelson’s Journey and its operations, and an understanding of bereavement issues

Understanding of the charity sector in Norfolk