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**Thank you for expressing interest in volunteering for Moorland Community Caring. We welcome your feedback and questions on this role and any other aspect of our charity.**

**Trustee: Secretary Role Description**

**Purpose of the role of a trustee is:** to ensure the charity is carrying out its purposes to the public benefit. Complying with the charity’s governing document and the law. Acting in the charity’s best interests and managing the charity’s resources responsibly. This is a vital role which allows our organisation to deliver its service to the best possible standard and support as many people as we can. **The Secretary's role specifically:** ensures that Trustee Board meetings and our AGM are properly administered. Support the smooth running of the Board by monitoring Trustee's action points. Take responsibility for ensuring that statutory reporting is carried out and submitted to the Charity Commission. This includes working with the Chair of the Trustee Board and our Manager to produce an annual report which reflects our work.

**What does this involve:**

* Plan and prepare the committee meetings and the AGM with others as appropriate.
  + Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
  + Drawing up agendas together with the Chair. Minute committee meetings or ensure that another minute taker is available.
* Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
* Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
* Make arrangements for any necessary reporting to be done. For example the annual report.
* Support with development of communications planning and policy including social media. (Optional and dependent on skills and experience)

**Skills or attributes you will need:**

To be organised, methodical and able to keep accurate records.

Able to take good minutes.

Able to organise a meeting well.

Good communication skills

Good IT skills

Enjoys being part of a team, collective decision making, be flexible and non judgemental

**What you might gain:**

Satisfaction from helping to reduce social exclusion and improve well-being in your community.

A greater knowledge about your local community.

Knowledge of charity sector governance and understanding of management and leadership within the charity sector.

Opportunity to use or gain new experience in communications planning, including social media.

Experience and skills that you can detail on application forms or CVs.

**Who will supervise me / who do I go to if I have a problem:**

You’ll be working as part of the Trustee Team and it is the Chairperson’s role to support and supervise Trustees.

**Time commitment:**

We estimate the minimum amount of time this role requires is 1-3 hours a week. If you want to commit more time to this role we would welcome and value your skills and commitment. There are board meetings which take place for 2 hours every quarter which you will need to attend. From time to time a sub committee may be required to focus aspects of planning and reporting. We are flexible about when you volunteer but we really appreciate you being honest and letting us know if your circumstances are changing or if you can no longer commit to volunteering.

**Location:**

We don’t have a base, as such, we do have a meeting space at Ashburton Hospital where we can meet volunteers. We meet in community buildings, in public spaces or on MS Teams. We know that many people volunteer to have contact with people. If you are volunteering to have social contact please make us aware so we can make sure the role will suit your needs.

**Volunteer expenses:**

We are committed to reducing barriers to volunteering. If you would like help with travel please let Sarah Kersey know during the recruitment and induction phase.

**What happens next:**

We will invite you to an informal interview where we will have a conversation about the role and you can ask us some questions about the role and the charity. This isn’t a formal interview, it's just a way to make sure the role will work for both yourself and the organisation too. If you want to progress to becoming a trustee there will be other recruitment checks we will carry out. The details of this will follow the informal interview.