



Trustee Role Profile - Secretary

Summary

An exciting opportunity to be part of a team influencing the direction of a growing organisation and helping to make a measurable difference in improving the wellbeing of our communities through exercise.

Description

This is a role with real impact, working closely with our team of trustees and colleagues, to support the chair and CEO in the management and administration of the charity.

Responsibilities:

In addition to the general responsibilities of a Trustee the role of Secretary also;

- To be responsible for the management and administration of the Board of Trustees including ensuring Charity Commission information is up to date.
- Support the Chair of Trustees to develop meeting agendas and ensure that meetings are properly administered.
- Arrange regular trustee meetings and circulate relevant documents in good time (provided by CEO, Chair or other Trustees).
- Keep and communicate accurate records including minutes of meetings and be able to give clear and authoritative advice on procedural matters.
- Ensure regular review of the charity policy documents.
- Along with other trustees to ensure the charity is carrying out its purposes for the public benefit, complying with our governing document and the law, ensure our charity is accountable, is using its resources responsibly and to act in our charity's best interests

What are we looking for?

We are looking for someone dynamic with a passion to make a difference to the health and wellbeing of our communities and who is able to continue our bid winning success so that we can continue to provide the services we are providing.

Be able to meet one or more of the following criteria:

- Experience of leading in management or administration within an organisation
- Project management experience
- Trustee experience – ideally in a mid-large charity

Commit to around 10 hours each month including up to 6 meetings per year, in person or via video conference.

This is a great opportunity for someone with great organisational skills looking to give something back on a regular basis and who wants to have real influence in the direction of a dynamic charity.

Making a difference

You will be bringing new ideas and possibilities to our organisation.

You will be providing the structure of our organisation by ensuring a heartbeat of regular meeting and communication and implementing good governance.

You will part of a team which is having impact right now by:

- Breaking down barriers to exercise, especially for those most vulnerable.
- Providing flexible, rewarding volunteering opportunities linked to physical activity.
- Empowering people to reclaim their local public spaces as places to exercise.
- Promoting the physical and mental health benefits that regular activity brings.

What's in it for you?

- You will gain confidence through seeing the impact you are making on our organisation
- You will learn about the role of a trustee and will broaden your knowledge and stretch your thinking.
- You will have the satisfaction of seeing the difference your work is having in our community as you actively support us in the work that we do.
- We are looking for people who can come with new ideas and perspectives, broaden our diverse team and challenge our thinking.

About the location

York based charity which is growing regionally with the majority of board currently York based.

Meetings are held virtually and you can work entirely from home. We will consider remote candidates from across the UK.

Estimated the time commitment

- Around 10 hours per month