

Logo

Role Title: Secretary

Responsible to:

Contact details:

Closing date:

Name of organisation and it's aims & objectives

Key Tasks (remove or add where needed)

The duties of a director/charity trustee are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document and any other relevant legislation or regulation
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of its staff

Key Responsibilities

- List any specific skills you are looking for and how these might be applied
- Give some detail about the level of operational involvement there might be

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Person Specification

- A commitment to the organisation and o the voluntary sector in the Bailiwick.
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a director of a charity
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time Commitment

The Board meets [X] times per year, typically [specify time] at our offices at the Cobo Community Centre. Practical arrangements are subject to what suits the majority and as such flexible.

List any other events that trustees will be invited to attend or might be expected to attend.

Names of current committee members

Application

We invite all interested candidates to submit their application to [XXX], by [XXX].

Contact: email@

If you have any questions or would like an informal conversation to learn more about the [XXX] and what the role involves before applying, please contact XXX.

Date