**LonGBoaT Wakefield CIO**

**Secretary Role Description**

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| Role: | Secretary |
| Responsible to: | Vice Chair |
| Accountable to: | Chair |
| Version: | 2.0 |
| Date: | 20.05.2025 |

**Description**

The role of the Secretary is vital in assisting the Chair and the Trustee Board. Organising the smooth running of the Trustee Board, AGM and other vital meetings. The secretary will be required ensure

This role involves preparing meeting agendas, taking minutes, distributing meeting materials, communication from general enquiries and ensuring compliance with legal and governance requirements.

**General Duties**

* Ensure that LonGBoaT Wakefield always complies with its governing document, charity law and any other relevant legislation or regulations.
* Ensure that LonGBoaT Wakefield pursues its objects as defined in its governing document.
* Maintain proper financial control and ensure that LonGBoaT Wakefield applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
* Set and maintain vision, mission and values.
* Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Ensure accountability.
* To support the operational management of the organisation
* Monitor and enforce the implementation of internal policies.
* Ensure that risk assessments for all aspects of the charity are carried out and maintained.
* Safeguard the good name and values of LonGBoaT Wakefield
* Maintain effective board performance and ensure the effective and efficient administration of LonGBoaT Wakefield including funding, insurance and premises.
* Act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation
* Use any specific skills, knowledge or experience to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.
* A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of LonGBoaT Wakefield in mind.
* The term of office is three years. A trustee can retire early by giving notice in writing.
* Trustees are expected to read documents and think critically about them in preparation for the trustee meetings.

Some Trustees have responsibility for an area of working, for example:

Chair

Deputy Chair & Governance

Treasurer

Secretary

Volunteer & Training

Equality, Diversity and Inclusion

Fundraising

Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meetings).

Travel expenses are not provided for the attendance of meetings. Reasonable costs can be covered for relevant, cost-efficient trustee training.

Where a trustee has a disability, all efforts will be made to make reasonable adjustments to facilitate their full involvement.

**Secretary Duties**

**Meetings**

* Ensure meeting dates are communicated at least 14 days prior.
* Ensure minutes of meetings are recorded accurately.
* Ensure minutes are distributed to Trustees no later than 7 days after the meeting.
* Ensure minutes are approved at the Trustee Board.
* Publish notices of scheduled meetings.
* Assist in the organisation of meeting venues and requirements.
* Ensure that appropriate action logs are recorded and updated appropriately.

**Governance**

* Act as a conduit of communication from Trustees and sub-committees to the Chair
* Maintain records of Trustees with up-to-date contact and emergency details.
* Maintain up to date policies and procedures of the organisation.
* Ensure correspondence into the organisation is distributed and answered by the appropriate person.
* Liaise with external stakeholders for information and guidance for the organisation.
* Ensure meetings are quorate in line with their terms of reference.
* Ensure that any sub-groups adhere to requirements of accurately recording minutes, actions and governance.
* Have an excellent understanding of the constitution and its byelaws.
* Assist in the organisation and running of the Annual General Meeting.