

## **Job description: Honorary Secretary**

### **Role overview**

The Community First Honorary Secretary will help the board of trustees carry out their responsibilities, working closely with the Chair of Trustees and Chief Executive to provide administrative duties to support and, in doing so, help reinvigorate this established local community infrastructure charity.

As part of a new board of trustees at Community First, you will provide effective governance, ensuring that the charity complies with charity law, company law and any other relevant legislation or regulations. You will also work with the Treasurer, making sure that Annual Accounts to the Charity Commission are completed and submitted on time.

By ensuring effective governance, administration and accountability, you'll be supporting the CEO and senior staff members in developing a new vision and business strategy to ensure a sustainable future for the organisation.

### **Duties and responsibilities of Honorary Secretary of Community First**

The Honorary Secretary will:

- Ensure Community First complies with its governing document, policies, charity law and any other relevant legislation or regulations.
- Support and advise the Chair and Chief Executive (CEO) by ensuring the smooth functioning of the Board of Trustees.
- Be responsible for the Board having sufficient and appropriate information to enable them to make informed decisions and fulfil their responsibilities.
- Ensure AGM works effectively and in accordance with the governing documents.
- Work with other Trustees and the Executive Team to ensure the organisation's day-to-day management is correctly undertaken.
- Ensure the charity is carrying out its purposes to the public benefit.
- Ensure the board fulfils their duties and responsibilities for effective charity governance in line with Community First's policies and the requirements of the Charity Commission for England and Wales.

- Support and advocate for the Charity's mission, vision and values.
- To complete all statutory returns in a timely manner.

## **Person specification**

- The Honorary Secretary will cover the Herefordshire and Worcestershire areas and is expected to travel within that location.

The Honorary Secretary will:

- Competent IT, organisational and administrative skills.
- Demonstrate professional and independent judgement.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship, and the Honorary Secretary role in particular.
- Have a genuine interest in local communities and people.
- Possess strong leadership and communication skills.
- Have a commitment to the aims, objectives and values of Community First.
- Be willing to promote the charity in the best interests of its stakeholders, staff, community partners and people supported by Community First's projects and programmes.
- Understand the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.

The Honorary Secretary must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as a trustee of a voluntary organisation is an advantage.

### **Terms of appointment**

The Honorary Secretary should expect to serve for an initial 12 months. The Honorary Secretary is required to attend scheduled meetings with some ad hoc meetings where necessary.

It is anticipated that the time commitment should be voluntary, on average half a day per week. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).