

Secretary Trustee

Purpose

The Secretary is a full member of the Board of Trustees with a particular focus on governance, compliance, and organisational integrity. Working closely with the Chair and CEO, the Secretary ensures that the Board operates effectively, legally, and transparently, supporting good decision-making and enabling the charity's growth through sound governance.

Key Responsibilities

- Serve as a Trustee with equal responsibility for the charity's strategic direction, financial health, and long-term sustainability.
- Provide governance leadership, ensuring the Board operates in accordance with the charity's constitution, regulatory requirements, and best practice.
- Oversee the quality and timeliness of board information, ensuring decisions are well-informed and properly recorded.
- Ensure that the charity meets all reporting and compliance obligations, including submissions to the Charity Commission and Companies House (if applicable).
- Support the Chair in conducting Board evaluations, recruitment, and succession planning.
- Champion high standards of transparency, risk management, and ethical fundraising, particularly as the charity expands its income generation and corporate partnerships.
- Actively participate in Board meetings and strategic discussions, bringing a governance lens to decision-making about new income streams, partnerships, and business activities.

Person Specification

- Prior experience as a trustee, company secretary, or senior manager with governance responsibility (charity or corporate).
- Strong understanding of charity governance, compliance frameworks, and board processes.
- Insight into fundraising governance, contracts, or corporate partnerships would be an advantage.
- Excellent judgement, integrity, and attention to detail.
- Collaborative and confident in contributing to strategic discussion as part of an active Board.
- Commitment to [charity's mission] and to helping the organisation diversify and sustain its income.

Commitment: Approximately 4 board meetings per year + sub-group participation