



Job Description

Title:	Secretary to Board of Trustees – Trustee optional status.
Hours:	Typically, 7 hours per month – including one board meeting currently held on the second Wednesday of each month for approx two hours - approximately 18:30 – 20:30 hrs.
Location:	Board meetings are held at Tower Farm, Oxford Road, Stokenchurch and you may need to attend the site outside of these set meetings.
Salary:	Voluntary and unpaid position.

Our Values

Respect -We have due regard for the feelings, wishes, or rights of others and we treat all animals and people with respect and dignity.

Integrity -We are undivided in our strong morals and principles to do the right thing for every dog in our care.

Care -We are passionate about the welfare of dogs, and all of our work is inspired by the needs and care of our dogs.

Excellence -We strive to be an organisation of excellence by strengthening our people, processes and resources.

Main Job Purpose -

To provide support to the Board of Trustees with administration particularly with regard to ensuring compliance with the statutory and regulatory requirements and assist the Board in complying with the charity's governing document. Duties include:

Maintaining the register of trustees and members;

Being familiar with the charity's governing document, the legal responsibilities of charities under the Charities Act 2009 and the charity's internal governance rules

Helping to ensure that charity trustees file all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the charity's details and/or trustees' details);

Ensuring that the board of charity trustees are aware of the requirements to comply with the relevant codes such as the charity's Code of Conduct for Charity Trustees and the Charities Governance Code;

Ensuring that decisions and actions of the board of trustees are accurately recorded and implemented;



Tracking progress with the charity's risk register/ business plan/ strategic plan and making sure any correspondence for the charity trustees is brought to the attention of the board.

Assist the Chairperson(s) of the board with the agenda for each board meeting including the management of any agenda items received from other charity trustees;

Sending out notification of board meetings to charity trustees (and others where applicable);

Circulation of board papers/pack in advance of meetings;

Dealing with any issues charity trustees have regarding board papers/pack;

Checking that a quorum is present (and that it is present throughout the meeting if required);

Taking the minutes at board meetings and maintaining the records of all meeting minutes;

Keeping a record of all issues discussed, decisions taken and any actions required to implement a decision;

Working with the Chairperson(s) to ensure that the draft minutes are accurate;

Issuing minutes to charity trustees for consideration after board meetings and dealing with any subsequent requests for corrections to be made before they are formally approved;

Ensuring that minutes are stored safely and are accessible by the Chairperson(s) of the board and any other charity trustee if required;

Provide support in setting up and running any Annual General Meeting (AGM) or Extraordinary General Meetings (EGMs) as required.

As a trustee member of the Board of Trustees:-

- Be responsible for directing the affairs of the charity;
- Ensure the charity is solvent and well-run;
- Ensure the charity delivers the charitable outcomes for which it has been set up;
- Ensure the charity complies with charity law, its governing document, and other relevant legislation;
- Set overall strategy and policy objectives and be mindful of them at all times;
- Be an active member of the Board of Trustees in exercising its responsibilities and functions.



Other Requirements

- Please note trustees are required to subscribe to membership of the charity.
- You must be willing to provide the data required to be added to the Charity Commission website and as a trustee provide a brief biography for the SDR website.
- You must be willing to regularly attend meetings and devote the time and effort to duties as Secretary to the Board of Trustees.

PERSONAL SPECIFICATION *(all criteria are essential unless otherwise indicated):*

- Relevant board secretarial experience;
- Well-versed in legal and corporate governance to ensure compliance with statutory and regulatory requirements;
- Good facilitator of meetings;
- Capable of producing accurate and reliable minutes;
- Adept at managing the follow up actions to ensure board decisions are implemented
- Organised and methodical, with an eye for detail;
- Understanding of and adherence to matters of confidentiality;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Empathy for SDR's purpose and work and a willingness to be an ambassador for the charity;
- Integrity and good judgement;
- Ability to work effectively as a member of a team;
- Willingness to speak one's mind and listen to the views of other.