



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 -

Assisting the Board of Trustees in administrative tasks to ensure compliance with the charity's governing document and statutory and regulatory requirements. To include:

Assisting the Chairperson(s) of the board with the agenda for each board meeting;

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

Circulating board papers in advance of meetings and assisting with any issues charity trustees have regarding board papers;

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 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;

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;

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);

Making sure any correspondence for the charity trustees is brought to the attention of the board.

If 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 secretarial or equivalent experience;
- Capable of producing accurate and reliable minutes;
- Adept at managing the follow up actions to support the implementation of board decisions;
- Organised and methodical, with an eye for detail;
- Understanding of and adherence to matters of confidentiality;
- 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;
- Appreciation of the need for legal and corporate governance to ensure compliance with statutory and regulatory requirements;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;