

## **Secretary**

The overall role of the secretary is to manage the groups registration with Charity Commission and prepare the group's annual report, take minutes at trustee meetings, maintain accurate records and keep other board members accountable.

### **Key Responsibilities:**

- Record and distribute minutes from board meetings.
- Provide input to Trustee meetings as Secretary.
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting.
- Ensure contact information of trustees is up-to-date.
- Keep up with trustees meeting attendance records and communicate with the board chair to make sure they're completing all tasks assigned during these meetings.
- Maintain Charity Commission registration.
- Keeps accurate and timely records of board activities, resolutions, and governance processes. Maintain statutory company records and registers.

### **Requirements:**

- Must be over the age of 18.
- Previous experience on a charity board is not mandatory but applicants must have a good understanding of how a board functions.
- Must be willing to voluntarily give their time (roughly 5hrs per month or equivalent leading up to end of financial year).
- Must have a strong desire and interest in developing the community of Sale Moor.
- Must be happy to work with SMCP staff and other volunteers to shape the strategy and aims of the charity.

### **Where will you be based:**

- All training and induction for this role can be provided in person or remotely.
- You will be required to attend board meetings every quarter which will be held in person at the community centre.

### **How to apply:**

- If you are interested in this role, please email Liz Patel at [liz@salemoorcp.org](mailto:liz@salemoorcp.org) or [admin@salemoorcp.org](mailto:admin@salemoorcp.org) with details of how best to contact you. We will be in touch to arrange an informal meeting.