

ROLE DESCRIPTION

Trustee Secretary

The Board of Trustees are jointly responsible for the overall governance and strategic direction of InterAct (Chelmsford) Ltd, ensuring it is solvent, well-run and delivers the outcomes for which it was established.

The Secretary role within the board ensures the Board's paperwork and administrative duties are effectively carried out in line with InterAct's governing document as well as ensuring that the Charity Commission's and Companies House' compliance requirements are carried out.

Principles

- All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
- Trustees have and must accept ultimate responsibility for directing InterAct's affairs.
- Trustees should focus on the charity's strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
- All Trustees are also asked to embrace Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Background

Founded in 1995, InterAct delivers recreational, social and skills development activities to children and young people living with SEND aged 8-25 across Mid and North Essex. These programmes are delivered in a range of clubs in various locations, operating from community venues as well as after-school clubs at specific special schools. In addition to these clubs, InterAct arranges school holiday activity days with organised trips to a wide range of locations across East Anglia, London and the Southeast.

Role summary

The Secretary, together with the Chair, organises board meetings. The Secretary will also aid the Chair, to ensure board members have carried out any actions agreed. The Secretary will also ensure the administrative requirements of Companies House and Charity Commission have been fulfilled.

The Board meets quarterly, with additional working groups meeting when required consisting of Board members with appropriate skills and experience.

MAIN RESPONSIBILITIES

As well as the responsibilities expected of all trustees, detailed in the generic trustee role description, the following is expected of the Secretary:

- Organising meetings in consultation with the Chair, ensuring notice is given in accordance with the governing document, and arranging paperwork for all attendees
- Receive agenda items, preparing and circulating agendas and any supporting papers in good time
- Arranging for the taking, distributing and keeping a record of Minutes, ensuring these cover all the key points of the meetings and making sure there is a clear system for actions
- Ensuring a quorum is present and appropriate voting procedures are followed
- If unclear, ask the Chair to clarify what has been agreed and what needs to be recorded
- Ensuring Minutes are signed by the Chair once they are approved
- Monitor committee member action points to ensure implementation of decisions

- Ensuring all matters relating to the appointment, election and retirement of Trustees is in accordance with the governing document
- Advising on governance implications of policies and keeping Trustees informed of their legal responsibilities
- Ensuring company and charity law compliance and other regulations, including filing of documents
- Ensuring the Memorandum and Articles of Association are adhered to, are up to date and relevant
- Maintaining statutory registers, e.g. register of Trustees, and dealing with communications relating to them
- Ensuring that any required business is dealt with

PERSON SPECIFICATION

Essential criteria

- A passion or interest in supporting the development of children and young people
- A commitment to the InterAct's vision, values and mission.
- Willingness to commit the time required to prepare for and attend board and sub meetings, to read papers and communicate via email/WhatsApp
- Ability to work as part of a team
- To be organised and methodical
- Able to keep accurate records
- Knowledge or experience of business and committee procedures

Desirable criteria

- Experience of governance
- Charity Secretary experience
- Ability to operate at a strategic level
- Have knowledge of Company law relating to the Company Secretary's role
- Able to give clear advice on procedural matters

GENERAL INFORMATION

Salary

- None, agreed expenses can be provided

Hours

- Attendance of 4 board meetings annually (usually held Thursdays 1700-1830hrs)
- Time to read board papers and attend sub-committee and other meetings as necessary
- Participate in occasional online or telephone conversations and stakeholder events.
- Extra time needed for keeping the calendar up to date and liaising with the relevant people to ensure we are compliant (approximately is 3-5 hours per month)

Location

- Preference for trustees based in Essex, meetings take place at Unit 16, Old Park Farm, Ford End Chelmsford, CM3 1LN

Notice Period

- 3 months (but only if at least 2 trustees remain in office when the notice of resignation is to take effect)