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**Role Profile & Person Specification for Secretary to / of the Board of Trustees**

**Background / context**

In accordance with the Scottish Council for Voluntary Organisation’s guidelines, our board of trustees are there to lead, control and supervise our activities as an organisation. All of our trustees are expected to act in the best interests of the organisation and its beneficiaries at all times, following requirements of law and regulation. To enable us to meet our aims, our trustees should collectively perform the following functions:

* Set and maintain the vision, mission and values of the organisation
* Develop direction, strategy and planning
* Ensure the organisation has the structure and resources for its work
* Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff
* Establish systems for reporting and monitoring
* Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
* Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

The Charity secretary does not have to be a board member, hence the reference in the document title above to the Secretary either *to* (where the secretary is not a board member) or *of* (where the secretary is a board member) the board of trustees. If a board member is the company secretary they retain all the normal rights and responsibilities outlined above of a director – including the right to make decisions and vote at board meetings. If the company secretary is not a board member, then this does not apply.

The main purpose of the role of secretary is to ensure the smooth and efficient running of Charity board meetings, providing assistance and support to the CEO and chair of the board of trustees.

**Key accountabilities for the role of Secretary:**

* To liaise with the chair and CEO to plan, arrange and produce agendas and supporting papers for trustee meetings (4 x a year), and for drafting the subsequent minutes
* Arranging and administrating trustee meetings and any sub-committees in line with legal and other regulatory requirements, and in accordance with the governing document
* Supporting the trustees in fulfilling their duties and responsibilities
* Organising trustee induction and ongoing training where appropriate
* Dealing with correspondence and being a cheque signatory if required
* Overseeing procedures for the operation of the board, including organising the Annual General Meeting (usually in January, directly following a trustee meeting)
* Providing official information when requested, e.g. financial returns, annual report, changes in directors, and notification of where the organisation’s records are kept
* Recording and monitoring actions arising from trustee meetings and the AGM
* Ad hoc actions as agreed with the charity CEO / other members of the board
* Contribute to the development of an ethical culture in line with the values of the Charity.

Where also a board member:

* Contribution to the development, and oversight of, organisational strategy
* Developing a network of contacts and maintaining effective partnerships with other organisations.

**Person Specification**

* Previous secretarial experience essential
* Knowledge of Charity law and the voluntary sector desirable but not essential
* Great at record keeping, information retrieval and dissemination of documentation to the trustees and other relevant parties
* Good network of contacts in Edinburgh, the Lothians and beyond - desirable but not essential
* Approachable nature with strong ethical values and leadership ability
* Commitment to the organisation and a willingness to devote the necessary time and effort
* Preparedness to make recommendations to the board and a willingness to speak with diplomacy
* An ability to work effectively as a member of a team
* Excellent communication and interpersonal skills
* Ability to organise time and work to deadlines.

**Application Process:**

Interested candidates are invited to submit their CV and a cover letter outlining their relevant experience and why they are passionate about joining Dignity Boxes to [info@dignityboxes.co.uk](mailto:info@dignityboxes.co.uk)

**Application deadline:** 30/06/2025

Dignity Boxes welcomes applicants from all backgrounds.

Join us in making a difference in the lives of those in need by ensuring everyone has access to basic hygiene products with dignity and respect.

For more information about Dignity Boxes, please visit our website at [www.dignityboxes.co.uk](http://www.dignityboxes.co.uk).