



JOB DESCRIPTION

JOB TITLE:	YCS Board Secretary
DEPARTMENT:	Unpaid
REPORTS TO (JOB TITLE):	Chair
LOCATION:	Remote

1. Job Profile

The role of the secretary is to support the chair by ensuring the Board functions smoothly. The secretary may carry out their duties directly or delegate them to a member of staff and ensure they have been carried out.

A charitable incorporated organisation (CIO) is quite different from a for-profit business, so even if the CIO secretary is well-versed in management, getting to grips with the charity may pose unfamiliar challenges. It is therefore important that the post holder is familiar with:

- Operational strategy for the CIO
- Be an impartial communicator
- Support the board in fulfilling their fiduciary duty and,
- Assist in managing productive board meetings and keep accurate minutes.

Key Role Accountabilities

In addition to the general responsibilities of a trustee, duties of the secretary are as follows:

- Meeting agenda and minutes
 - Preparing agendas in consultation with the chair and chief executive, and circulating them and any supporting papers in good time
 - Liaising with operational staff for the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)
 - Receiving agenda items from other trustees/staff
 - Checking that the meeting is quorate
 - Taking accurate minutes and circulating draft minutes to all trustees



- Ensuring that the minutes are approved
- Checking that trustees and staff have carried out actions agreed at a previous meeting
- Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
- Sitting on appraisal, recruitment and disciplinary panels as required

2. Personal Attributes

In addition to the person specification for a trustee, the secretary should have the following personal attributes:

- Organisational ability
- Knowledge or experience of business and committee procedures
- Minute-taking experience
- Personal integrity and ability to gain trust at all levels of the organisation
- Work collaboratively; creating relationships across all areas of the business to achieve results and reduce conflict.

3. Other Role Information

The mission of YCS is to contribute to the well being of communities in Wales by providing counselling and other therapeutic services to people in need, especially those who experience difficulty in accessing services.

The role supports the achievement of this mission and the role holder is expected to:

- follow the organisations policies and board resolutions, maintaining confidentiality about all internal matters of YCS.