



**Catching Lives volunteer recruitment  
Secretary to the Board of Trustees  
June 2023**

Catching Lives is an award-winning charity with a strong reputation and local presence in Kent. We support people who are homeless or socially excluded.

Our vision is of a society where all are included and all, no matter how disadvantaged, can contribute. Catching Lives works towards ending the harm caused to individuals, families and the community by homelessness, rough sleeping and insecure housing. We offer immediate respite at the Canterbury Open Centre's daily drop-in, providing basic facilities (food, showers, laundry). We work with people to identify and address support needs, to access suitable accommodation, and to find the motivation towards personal recovery and independent living. This includes mental health support, arts and other activities, and outreach and sustainment support in the community.

We are looking for a Secretary to the Board of Trustees with charity experience to support our highly engaged Board working closely with our Chair and Chief Executive. To arrange an informal initial conversation about the role, please email: [trustees@catchinglives.org](mailto:trustees@catchinglives.org)

**Recruitment process**

1. Read the role description below.
2. Send your CV and a brief supporting statement to: [trustees@catchinglives.org](mailto:trustees@catchinglives.org) by 30 June 2023.
3. Shortlisted candidates will be invited to interview in early July 2023.

**Secretary to the board of trustees**

The role of the Secretary is to support the chair in ensuring the smooth functioning of the Board of Trustees and to provide assistance in all aspects of administration relating to the Trustees. The Board Secretary may also be closely involved in monitoring compliance with various legislative and regulatory requirements required by the Charity Commission and Companies House.

**Role**

- Ensure all meetings are effectively organised and minuted: liaising with the Chair of the Board of Trustees, Trustees and Chief Executive to plan, organise and produce agendas and draft subsequent minutes.
- Attend Board Meetings, AGM and Awayday.
- Circulate papers relating to these meetings.
- Ensure meetings comply with the governing document, charity law and company law and other regulatory requirements etc where relevant.
- Ensure decisions made at meetings are accurately recorded.

- Check that any agreed actions are carried out following meetings.
- Arrange and attend Extraordinary meetings if and when required.
- Ensure elections at AGM in line with stipulated procedures.
- Keep track of deadlines.
- Prepare schedule of dates and times of meetings, book rooms.
- General administrative support to the Chair and Trustees, as and when the need arises.
- Assist and update documentation regarding recruitment of Trustees, organising interviews and dealing with correspondence relating to references, decisions and appointments, notifying relevant internal and external Bodies where necessary.
- Support Trustees in fulfilling their duties and responsibilities, organise Trustee induction and ongoing training when required.
- Keep records of Trustees up to date (contact details, rotation of trustees and roles, list of past trustees and various forms including confidentiality, conflict of interests etc)
- Act as custodian of all documents relating to the Board.
- To gain a good knowledge and understanding of roles and responsibilities of others within the charity.
- To be initial point of contact for all correspondence etc relating to Trustees and administer the Trustees email address.

#### **What we are looking for**

- Someone who brings energy, enthusiasm and commitment to the role and who will support the aims and ambitions of the charity.
- Knowledge and understanding of charity governance issues.
- Experience and knowledge of supporting meetings and decision-making, including taking notes and preparing agendas and minutes.
- Confidence using emails and the web.
- Able to summarise discussions effectively and accurately record decisions.
- Able to give clear advice on procedural matters.
- Understanding of, and respect for, confidentiality.

#### **Personal skills and qualities**

- Excellent communication and interpersonal skills.
- Ability to work in a highly organised way and act with initiative where appropriate.
- Able to identify problems and suggest solutions.
- Ability to present information clearly, concisely, accurately and relevantly in ways that promote understanding.
- Flexible and positive approach.

#### **Time Commitment**

- Expected commitment of 5-7 hours per month.
- Attend 4 Board of Trustees Meetings, Annual General Meeting, an annual Awayday and other meetings when requested. Currently meetings are held on Wednesdays in the early evenings at the Open Centre, Station Road East, Canterbury with the occasional online meeting using Zoom.

- Monthly scheduled meeting with the Chair (where required), with flexibility to respond swiftly to the occasional ad hoc issue.

**Other**

- Access to personal computer or laptop and printer (if not available, Catching Lives will arrange to provide equipment);
- Expenses, such as travel and stationery, can be claimed.
- Training will be offered where necessary.