



Helping Youth & Community from Start to Finish

Charity Secretary to the Board of Trustees

Role Description

OnTrak Community Initiative is a children's charity founded in 2012 by Adrian Woods MBE. We are an entirely self-funded organisation using our charitable businesses to fund our community and outreach work. We are made up of passionate and highly specialised people who want to make a difference within our communities. We have a wide-ranging impact across the UK working with different front-line partners and collaborations to bring much needed services to the community. We are seeking to appoint a Charity Secretary to the Board of Trustees to provide smooth and efficient to ensure that the organisation delivers its charitable purpose in close cooperation with the Management.

Overall purpose

- The Charity Secretary will be primarily responsible for the smooth and efficient running of meetings of the Board of Trustees and any sub-committees, providing assistance and support to the Chair of the Board of Trustees.
- The Charity Secretary will be closely involved in monitoring compliance with legislative and regulatory requirements affecting the charity and its activities, ensuring that the Trustees' decisions are acted upon, and that all decisions made by the Trustees are in accordance with the governing documents, reflect the objects of the charity, and continue to provide public benefit.
- The Charity Secretary should be responsible for keeping the 'conscience' of the charity, by way of ensuring that the Trustees continue to take decisions and act in line with the governing document, and comply with the relevant legislative and regulatory requirements the charity is subject to.

The Secretary will:

- Liaise with the Chair and Management to plan, arrange and produce agendas and supporting papers for Trustee and AGM meetings and for drafting the subsequent minutes. Will accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Liaise with relevant staff, committee members and/or volunteers to ensure that charity law, and regulatory requirements of reporting and public accountability are complied with, and that the

appropriate policies and procedures are in place and support the production of the documentation.

- Ensure that all meetings comply with the requirements of the governing document.
- Support the Trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.

Commitment

The Treasurer will be expected to contribute around 8 hours per month to the organisation, including board meetings (3 per year and others on agreement or necessity). This post requires some flexibility as the Board of Trustees usually meet during weekday evenings.

Remuneration

The Charity Secretary is a voluntary position, although reasonable and agreed expenses can be reimbursed.

Person Specification

- Excellent verbal and written communication skills.
- Effective time management and organisational skills.
- Ability to work to specified deadlines.
- Record keeping, information retrieval and dissemination of Management Committee data/documentation to the Trustees and relevant parties.
- Writing agendas and concise minutes.
- Competent computer user and able to communicate regularly by email.
- Able to exercise independent judgement and take reasonable care, skill and diligence in their role on the Board.
- Knowledge of Charities and the voluntary sector is an advantage especially around young people and our communities.
- Willing and able to fulfil the legal duties of a Charity Trustee.
- Commitment to working towards equality and supporting the charitable aims and objectives is essential.

OnTrak operates a wide open policy on equality, diversity and welcomes representation from all our communities. OnTrak would also welcome applications from those wishing to apply for the position of Trustee.

