

ROLE PROFILE – HONORARY SECRETARY

This document should be read in conjunction with the role description for Trustees.

Overview

As Honorary Secretary, you will ensure erosh complies at all times with charity law, company law and any other relevant legislation or regulations. You will also take responsibility for ensuring the AGM is effectively organised and recorded, and that Annual Returns to the Charity Commission are completed and submitted in time.

Key Responsibilities

- To ensure erosh complies with its governing document, policies, charity law and any other relevant legislation or regulations.
- To support and advise the Chair and Chief Executive (CEO) by ensuring the smooth functioning of the Board of Trustees.
- To work in partnership with other Trustees, and the Administrative Officer, to ensure the day-to-day management of the organisation is correctly undertaken.

Main Duties

- To act as custodian of erosh governing documents.
- To ensure erosh pursues the objectives defined in its governing document and applies its resources exclusively to achieve these objectives.
- To ensure erosh complies with any other requirements as dictated by the Charity Commission.
- To ensure erosh complies with all legal requirements, seeking independent advice as appropriate. Issues relating to charity law and the legality of trustees' actions may require the Honorary Secretary to act independently in which case the Secretary will consult with the Chair of erosh.
- To ensure the correct appointment of erosh Trustees; that those appointed are not disqualified in law and are eligible to be Trustees under the provisions of the governing documents; and that the appointment procedure laid down in the governing document and policies is followed.
- To ensure erosh Trustees have sufficient and appropriate information to enable them to make informed decisions and fulfil their responsibilities.
- To ensure, with the support of the Administrative Officer, that appropriate arrangements are made for the Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) in a timely manner and in accordance with legislation and erosh's governing document.

- To ensure that AGMs and EGMs are run effectively and in accordance with the provisions of erosh's governing document.
- To ensure that Trustee meetings are held in compliance with erosh's governing documents.
- To complete all statutory returns in a timely manner.

Essential Qualities and Experience

- Awareness of the housing and support or related sector
- Knowledge of charitable organisations, the Charity Commission, and constitutional matters
- Organisation and administrative skills
- Leadership and management skills
- Team and partnership working skills
- Ability to represent erosh at all levels
- Good public speaking/presentation skills
- Commitment to improving the quality of older people's housing and support
- Commitment to developing and maintaining erosh's services and to increasing erosh membership

Commitment

As well as attending meetings of the Board of Trustees, the Secretary is expected to attend other meetings or events throughout the year e.g. sub-group meetings, network meetings/network chairs' day, awards events etc. as well as representing erosh at external meetings and events as appropriate.

Erosh is a very small charity with part-time staff and consultants so a 'hands on' approach is essential as is the ability to communicate regularly through e-mails and telephone calls.

This is not a remunerated post but reasonable travelling expenses can be claimed if not met by the Secretary's employer.

Any questions

If you would like to discuss the Secretary's role further or have any queries, please contact either our Chief Executive, Rebecca Mollart, on 01446 679524 / 07803 176527 or ceo@erosh.co.uk; or our Chair, Robin Deane, on 01424 728200 / 07703 200253 or Robin.Deane@optivo.org.uk