

Secretary to the Trustee Board

Role Description

Role Title:	Secretary to the Board of Trustees
Organisation:	21st Romsey Scout Group
Reports to:	Group Chair
Liases with:	Group Trustees and District Secretary

Outline

The Secretary provides essential administrative support to the Trustee Board by accurately recording, maintaining and distributing minutes and key records of Trustee meetings. This role helps ensure good governance, transparency and compliance with charity and Scout Association requirements.

Main Tasks

1. Attend Trustee Board meetings (typically six times a year) and the Group's Annual General Meeting (AGM).
2. Together with the Group Chair, prepare agendas for these meetings and distribute them according to requirements.
3. Accurately record minutes of Trustee meetings and the AGM, including:
 - a. Key discussions
 - b. Decisions made
 - c. Actions agreed, the responsible person(s) and timescales
4. Prepare draft minutes promptly after meetings and circulate them to Trustees.
5. Maintain an organised and secure record of approved minutes and related documents. Ensure these are kept in accordance with the requirements of the Charity Commission and Scout Association.
6. Track actions arising from meetings and highlight outstanding items for future agendas. Similarly, maintain a record of regular scheduled tasks and bring those requiring action to the attention of Trustees.
7. Support the Chair and Group Lead Volunteer in the production of the Annual Report for the AGM and Charity Commission.

Skills and experience required

- Good written English and attention to detail.
- Ability to summarise discussions clearly and objectively.
- Reliable, organised and able to meet agreed deadlines.
- Comfortable using basic IT tools, e.g. email, Word and SharePoint.
- Ability to handle confidential information sensitively.
- An interest in supporting young people through Scouting (no prior Scouting experience required).
- Understanding of, or willingness to learn, about Scouting policies and rules relating to Group Trustee Boards.
- The role does not involve direct involvement with children, however may involve access to confidential information including safeguarding matters. Therefore, the post-holder will be subject to a criminal records check (DBS).

Time Commitment

Approximately 6 hours every two months.

Support Provided

- Induction and handover from outgoing secretary.
- Ongoing support from the Group Chair.
- Provision of a 21st Romsey Scout Group personal email address and access to Office 365.

Note that this is a voluntary, unpaid role. However, reasonable expenses will be reimbursed in accordance with Charity Commission guidance.

Although not a requirement of the role, the post-holder is encouraged to become a member of The Scout Association by joining the Group's Administration sub-team or by becoming a Trustee. Further information about either of these options can be obtained from the Group's Chair of Trustees: chair@21stromsey.co.uk.