

## JOB DESCRIPTION

<b>Job Title:</b>	Secretary to the Board of Trustees
<b>Department:</b>	Administration
<b>Reports to:</b>	Admin & Clerical Lead
<b>Base:</b>	Garden House Hospice Care
<b>Hours:</b>	22.5 hours per week (on site)
<b>Accountable to:</b>	Chief Executive
<b>Professionally Accountable to:</b>	Company Secretary
<b>Key Working Relationships:</b>	Board of Trustees, Trading Board, Senior Leadership Team, Company Secretary, Clinical Team Leaders and the wider Hospice Team

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### Job Summary

The Board Secretary is primarily responsible for the smooth and efficient running of meetings of the Trustee Board and any committees.

You will work closely with the CEO, Chair of the Board of Trustees, Company Secretary, Trading Board and all associated committees. The role will also involve monitoring compliance with various legislative and regulatory requirements affecting the Charity, the Trading Company and their activities.

You will assist the Chair in ensuring that the Trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objectives of the Charity and continue to provide public benefit.

### Main Duties and Responsibilities

#### Board of Trustees & Trading Company Meetings

- Organise Board of Trustee and Trading Company meetings along with those of its committees (e.g. Clinical Governance Committee and Finance, People and Performance Committee)
- Facilitate smooth operation and formal decision making and reporting
- Ensure proper and appropriate co-ordination of board and committee meetings and an effective flow of information.
- Formulate meeting agendas with the Chair of each committee and Chief Executive, advising management on content and organisation of memoranda or presentations for the meeting.

- Collect, organise and distribute information, documents or other papers for meetings.
- Ensure all meetings are minuted, certified copies of the minutes are filed and that action is taken on matters arising.
- Communicate decisions made at meetings to those required to implement them and ensure that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
- Ensure Board of Trustee meetings, Trading Company meetings and all board committees are properly constituted and provided with clear terms of reference.

#### Annual General Meetings of GHHC & GHH Trading Company

- Ensure Annual General Meetings are held in accordance with the requirements of the charity's governing document.
- Prepare and issue notices of meetings.
- Obtain internal agreement to all documentation for circulation to members.
- Prepare Trustees and Directors for any members' questions and help them create briefing materials.
- Formally minute aspects of the meeting that are required to be recorded.

#### Regulatory Requirements

- Support the Company Secretary to establish and monitor procedures to ensure that the Charity and the Trading Company complies with the requirements of charity legislation, Charity Commission reporting and other relevant legislation such as company law and Companies House requirements.

#### Registers

- Maintain the following registers and respond to appropriate requests concerning the information they contain:
  - Members of the Board of Trustees
  - Members of the Trading Board
  - Register of Company Secretaries
  - Trustees' and Directors' Declaration of Interests & Related Parties Declaration
  - Fit and proper person's test
  - Trustee and Director Code of Conduct
- Support Volunteer Services to ensure that Trustees have completed DBS and mandatory training.

### Statutory Returns

- Support the Company Secretary to ensure formal documentation is filed with appropriate bodies as required, and to report certain changes regarding the charity and the Trading Company including:
  - Annual report and accounts
  - Changes to Trustees and Directors
  - Changes in the charity or Trading Company's details
  - Changes to the governing document
  - Reporting serious incidents
  - Changes for HMRC

### Governance

- Supporting the CEO, Chair of Trustees and Trading Company in facilitating the proper induction of Trustees and Directors into their role.

### **Confidentiality**

You will treat as confidential all information regarding the Hospice, suppliers, employees, consultants, patients and families.

### **Health and Safety**

- You must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, visitors, participants, volunteers and the general public. This includes adhering to Fire & Safety policies and procedures.
- You will be expected to work within legal and charity guidelines, ensuring compliance with CQC and other statutory regulations.
- You will be expected to comply within Garden House Hospice's systems, guidelines, policies and procedures.
- Garden House Hospice takes its responsibility for safeguarding our people seriously and this post is subject to a Disclosure and Barring Service Application (DBS).
- It is your responsibility to fully comply with the safeguarding and Infection Control policies and procedures of the Hospice. You must ensure that you understand your role in protecting adults and children that may be at risk of abuse. You must ensure compliance with their safeguarding training.

### **Code of Positive Behaviour**

All Hospice staff are expected to work in line with Garden House Hospice Care code of positive behaviour. This acts as a value base which directly influences how all we work and behave. The ethos of the Hospice should be apparent in the behaviours



and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients.

### **Equity, Diversity & Inclusion**

- Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, applicants and volunteers. They must not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.
- The Hospice operates a no-smoking policy.
- All appointments are subject to pre-employment health screening.

### **General**

This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualification</b>	Educated to A level standard (or equivalent) including strong written English skills	Professional qualification in administration, governance or company secretarial practice.  Minute taking or legal / compliance training
<b>Experience</b>	Proven experience providing high quality administrative support to a board, committee or senior leadership team  Experience in planning meetings, including agenda management, minute taking and action tracking  Experience of handling confidential information with discretion	Experience supporting a charity, academy trust or not for profit organisation.  Experience of maintaining statutory/board records (e.g. Register of interest, terms of office, schemes of delegation).  Experience of organising annual cycles of governance (meeting schedules, policy reviews, approvals)
<b>Knowledge</b>	Understanding of the principles of effective governance and the role of trustees  Microsoft Office suite	Knowledge of charity governance and compliance (e.g. Charity Commission requirements and/or company secretarial practices).
<b>Skills &amp; Abilities</b>	Strong written communication skills, including the ability to draft accurate correspondence and board papers.  Excellent minute taking skills with the ability to capture clear decisions and actions.  Attention to detail and ability to produce consistently accurate work.	Ability to advise (within remit) on good governance process and meeting effectiveness.

Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.