

# Trustee - Secretary Role Description

**Sunday Assembly London's Board plays an instrumental role in ensuring the Charity is sustainable, taking the lead in decision-making and strategic direction of the organisation, as laid out in our governing document.**

## What will you be doing?

Sunday Assembly is seeking volunteer Trustee Board members with drive and enthusiasm to assist in the delivery of its charitable aims. You will attend and contribute to our monthly Board meetings.

You will be able to apply your individual strengths on the Board as well as learn new skills, defining a specialist role, projects and activities where you will take the lead and focus your time.

## Main Responsibilities

Our board members are responsible for overseeing the operations of the charity in accordance with their obligations as trustees. They are required to review Board papers and play a key role in decision-making. For all Board members, this includes:

- Ensuring the effective running of the charity, ensuring it fulfils its purpose
- Maintaining oversight and control over financial matters
- Monitoring the delivery of community events and activities
- Ensuring the effective management of our volunteering community
- Strategic decision-making affecting the future development of the charity

In addition, the role of the Secretary of the Board involves:

- Facilitating the charity's decision-making process, such as organising board meetings, including agendas, minutes and recording decisions taken
- Ensuring that Sunday Assembly complies with its Memorandum and Articles of Association
- Maintaining the registers of directors and trustees of the charity as well as filing other necessary information with bodies such as the Charity Commission
- Working with the Treasurer and other members of the Board to produce and submit an Annual report and accounts to bodies such as the Charity Commission

To achieve this, we request a minimum commitment of 8 hours a month. This includes attending meetings and assisting with the effective administration of charity business and, where possible, attending our events.

## What are we looking for?

We're particularly interested to hear from people from minority and under-represented groups and open to making reasonable adjustments. We are also committed to our meetings being accessible remotely.

We are looking for someone who has particular experience and expertise relevant to the role of Board Secretary, and who works in small, volunteer-led organisations.

### **Essential**

- Organised and the ability to organise others
- Enthusiasm to play an active role on the Board and in fulfilling Sunday Assembly's purpose
- Ability to take the lead and be a key point of contact for the Board
- Strong communication skills
- Desire to engage with issues affecting the community

### **Desirable / Nice to have**

- Knowledge of Charity law / Governance / Trustee obligations
- Professional experience such as:
  - Agenda setting, minute taking and meeting organisation
  - Fundraising
  - Communications
  - Volunteer-led organisations
  - Project Management
  - Technology and Data
  - People and Culture
- Experience of being a charitable trustee/in a position of responsibility.
- Safeguarding experience.

### **What difference will you make?**

It continues to be a challenging time for communities like ours, given the impact of COVID-19 on our operating model. We are therefore looking to recruit additional skills to our Board of Trustees to assist in navigating these challenging times.

### **What's in it for you?**

Being a charitable trustee is a position of responsibility within an organisation and a great way to build managerial-level experience as well as to give something back. Becoming a trustee is also a great opportunity to gain more knowledge about volunteering in the charity sector, and will make a great addition to your CV! Many employers offer volunteer days, which you could use if deciding to take on a Trustee role with us.

All trustees work with the Coordination Crew and stakeholders as appropriate. We ask that you come to your role with an open mind and shape the role to optimise the expertise you bring to the Board.

### **Application process**

- **STEP 1:** Please send your CV (max 2 pages) and a covering letter to [trustees@sundayassembly.com](mailto:trustees@sundayassembly.com). We can arrange an initial discussion with a current Board member prior to application if requested.
- **STEP 2:** You will be interviewed by some of our current Board Members.
- **STEP 3:** You'll be invited to our Board Meeting to meet fellow trustees, have a taste of the Board Meeting and ask questions.

To apply for this Trustee role or to ask any questions regarding this role, please contact any of our trustees - you may wish to read through the [Charity Commission's Trustee Guide](#) too.

**Thank you.**