

THE ALDE & ORE ASSOCIATION

Your Voice - Your Estuary



Voluntary Honorary Secretary Vacancy

We are looking for an enthusiastic and committed individual to join the Alde and Ore Association and be a part of the voluntary team who to 'take care of the Alde, Ore and Butley rivers and the surrounding landscape'.

Overall responsibility

- To ensure that committee meetings are effectively organised and minuted.
- To ensure committee meetings and the Annual General Meeting are properly administered.
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Minute committee meetings
- 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.
- Make arrangements for any necessary reporting to be done. For example, the annual report to the Charity Commission, liaising with Hon Treasurer

Other possible duties:

Assist, if necessary, with arranging the publishing of AOA matters e.g. publicity materials for printing or walks/events and other booklets, leaflets

Skills required

- Excellent organisational and administration skills
- Experience of taking minutes
- Able to keep accurate records.
- Excellent written and verbal communication skills
- Ability to work as a team member
- Competence with IT including word processing, email and internet
- Experience of or willingness to become familiar with the responsibilities of charity trustees
- Knowledge of or willingness to become familiar with the requirements of the Charity Commission
- General legal/governance expertise (desirable)
- Desirable - some knowledge of the Alde and Ore area

The Honorary Secretary position can be held by a Trustee or as a volunteer of the organisation working with the Trustees.

To give you an idea of how your time will be spent:

Trustee meetings:

- Agree Committee meeting agenda with Chairman and circulate with any relevant papers from Trustees or Chairman.
- Attend quarterly Trustee meetings. These are held either virtually or face to face in Aldeburgh
- Draft minutes to be agreed with Chairman before circulation
- Ensure any follow up actions are carried out
- File final hard copy or soft copy on Dropbox of committee meetings
- Circulate any email updates/instructions to Trustees from the Charity Commission

Annual General Meeting (AGM):

- Planning AGM date and book venue
- Work with the Chair and Treasurer to pull together the AGM documents consisting of the Trustees Report and Accounts (ad hoc over January and February each year)
- Co-ordinate and send out the AGM papers (usually March) both in hardcopy and electronic format
- Work with the newsletter editor to co-ordinate the inclusion of the newsletter at time of AGM paper distribution
- Liaise with the membership secretary to co-ordinate electronic email communication of AGM papers to all members who have agreed to receive electronic communications
- Attend and minute the AGM (usually April/May) and held virtually or face to face in Aldeburgh