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| Role Description for Trustee – Company Secretary | **P:\EASTBOURNE\TO MAPS OLD N Drive\Old MAPS N Drive\Admin Folder\Images\MAPS graphics new\MAP-logo-colour.jpg** |

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**What will you be doing:**

We are looking for a new Trustee to act as Company Secretary. This role is for someone who is organised and methodical, with an eye for detail. They will take minutes at Subgroups and Board meetings and be responsible for the completion of the official returns to Companies House. This Trustee will also participate fully in Board meetings and play an important part in the strategic direction of the organisation

**What are we looking for:**

We need someone who has excellent written skills and who can produce concise and relevant minutes of meetings, as well as dealing with official board correspondence. The role is also responsible for ensuring the Board of Trustees complies with the relevant charity and company regulations so must have an awareness of these, or the ability to learn. An understanding of the charitable and voluntary sector and its governance will be an advantage, as well as an empathy for the aims and objectives of Money Advice Plus.

**What difference will you make:**

This is a new role that will be essential to the Board of Trustee's effectiveness in steering the organisation. By joining Money Advice Plus you will play a key role in determining the future of the organisation and ensuring it maintains its high standards of governance.

**What’s in it for the volunteer**

The role of Company Secretary is an excellent steppingstone for anyone who has ambitions to progress in governance in the charity and voluntary Sector. An experienced Company Secretary is an asset for any organisation and is a useful way to prepare for other roles - either paid or voluntary - within the sector. This Trustee will also contribute to the organisation's vison: *where people have the advice and support, they need to manage their money effectively, helping them to maintain control of their lives, promoting greater peace of mind*

**Responsibilities of a trustee**

* Being responsible for directing the affairs of the charity
* Ensuring the charity is solvent and well-run
* Ensuring the charity delivers the charitable outcomes for the benefit of the public for which it has been set up
* Ensuring the charity complies with charity law, its own governing document, and other relevant legislation
* To consider the vision of the organisation as a whole and its beneficiaries ensuring that all the charity’s activities come within its charitable objects
* To set overall strategy and policy objectives and be mindful of them at all times
* be an active member of the Board of Trustees in exercising its responsibilities and functions

**Additional duties as Company Secretary:**

* to work with the Chair to ensure the Board of Trustees complies with the relevant charity and company regulations
* liaise with the Chair to plan, arrange and produce meeting agendas, including the AGM
* to take concise and relevant minutes of meetings subgroup and board meetings, sending them to the board in a timely manner
* to deal with official board correspondence
* Ensure that Company Law, Charity Law and regulatory requirements of reporting and public accountability are compiled with.
* To oversee the induction of new Trustees into the charity, including the undertaking the of the Disclosure and Barring check (DBS)
* Acting as custodian of the constitution, in liaison with the Trustees, reviewing its appropriateness and monitoring that the Charity's activities reflect the objects set out in the governing document
* to fulfil such other duties as may be required from time to time by the Board of Trustees

**Person Specification -** Essential

* Be a member of Money Advice and Community Support (trading as Money Advice Plus) with a minimum annual membership fee of £1
* Be a Director of the company (limited by guarantee) Please check that you fulfil the conditions <https://www.gov.uk/limited-company-formation/appoint-directors-and-company-secretaries>
* Be willing to provide data required to be added to the Charity Commission website, Companies House website and the Financial Conduct Authority Register – your name only will be visible to the public.
* Be registered as a Trustee and Director with our main banker (Barclays) and provide relevant identification documents
* Have a Disclosure and Barring Service check for Money Advice Plus (DBS check are not currently portable unless you have joined the update service)
* Regularly attend Board meetings (currently every 2 months)
* Be confident about our purpose and work and be an ambassador for Money Advice Plus
* Excellent organisation and communication skills
* Integrity, strategic vision and good/independent judgement
* A willingness to devote the necessary time and effort to their duties as Trustee – Company Secretary. Subgroups are held quarterly and there are 5 subgroups meetings each quarter. Meetings are up to 1 ½ hours each.
* Ability to take decisions for the good of the organisation
* Willingness to speak one's mind and listen to the views of other
* Ability to work effectively as a member of a team
* Understanding of the legal responsibilities and liabilities of a Trustee
* Commitment to the organisation for a 3-year period
* A role share would be considered