

# BOARD SECRETARY COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

We are looking to recruit someone to a new role of Board Secretary, and who will bring the enthusiasm and skills needed to support the Chair and help our Board of Trustees function smoothly.

Our charitable purpose is to: *'Promote and champion learning outside the classroom to enable all children, young people and adults to benefit from increased opportunities for high quality and varied educational experiences.'*

Our Board Secretary will have two main areas of delivery:

- to provide an effective secretariat for the Board
- to support the Board with ongoing review and updating of its governance policy, processes, and procedures.

The Board Secretary will work closely with the Chair, other trustees, staff, and the charity's external advisors. They may perform their duties directly or where appropriate delegate them to a member of staff.

## Role description

In addition to the general responsibilities of a trustee, key responsibilities include:

- **Providing secretariat support for the Board of Trustees:** Working with the Chair and staff to provide a secretariat to support the effective running of Board meetings, helping to prepare and circulate agendas and papers; making arrangements for an annual programme of meeting dates and venues; checking a quorum is present; taking, distributing and ensuring approval of minutes/notes as appropriate and checking actions agreed have been taken. To assist the Chair with the planning and running of the AGM and other extraordinary meetings as needed.
- **Creating and maintaining governance records:** Review and maintain effective filing of Board and other governance papers.
- **Supporting the review and updating of governance processes and procedures:** Assist the Chair in ensuring trustees are supported to deliver their legal and regulatory obligations.
- **Maintaining registers:** Keeping track of appropriate registers (such as conflicts of interest, payments to trustees, contact details etc.)
- **Assisting with annual returns:** Supporting the Chair and CEO prepare and file the annual returns.
- **Supporting effective Board succession planning and recruitment**

- **Supporting appraisal, recruitment and disciplinary panels of the Board as required.**

### **Person specification**

In addition to the general person specification for a charity trustee, the Board Secretary should have the following qualities.

#### Skills and experience

- Good administrative skills including note and minute taking.
- Experience of providing support for a Charity Board of Trustees.
- Excellent attention to detail.
- Excellent written and other communication skills.
- Interest in supporting better outcomes for people of all ages.

#### Desirable:

- Experience of assisting or having responsibility for reviewing and developing governance processes and procedures.

### **Terms of appointment**

#### **Terms of office**

- Trustees are appointed for a 4-year term of office, renewal for one further term to a maximum of 8 years.
- This is a voluntary position, and reasonable expenses are reimbursed.

#### **Time commitment**

- The successful candidate would be encouraged to start as soon as possible.
- Attending 3 Board meetings annually (usually one face to face, and two online, meetings c4 hours each).
- Attending one annual conference in person (1 full day) and an hour long online AGM.
- 1-2 days per month for performing secretariat tasks.

#### **Committee membership**

Ad hoc and occasional support through working groups and / or support to the executive team.

#### **Application**

Please submit a CV, and a personal statement describing your motivation for applying and the attributes you would bring to the role, with reference to the person specification. (Each no longer than two pages.)

Please send these to [enquiries@lotc.org.uk](mailto:enquiries@lotc.org.uk) by 5pm on April 30<sup>th</sup> 2025.