



**City of Joy Aid, UK**  
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## **Secretary**

City of Joy Aid, UK is looking for someone with to join the board as its new Secretary to lead on the administrative duties of the charity and Board of Trustees.

### **What will you be doing?**

#### **Key tasks**

**Secretary of the Board of Trustees Responsibilities:**

- To ensure that there is a record of all the Board of Trustees correspondence
- To ensure that arrangements for the Board of Trustees meetings are communicated to the rest of the board, including when and where, inviting trustees to send agenda items and providing to the board with previous meeting minutes in good time prior to the meeting.
- To ensure decisions and policy creation/adaption are clearly recorded in formal minutes, with who will do what and when as agreed by the Board of Trustees.
- Ensure formal minutes are taken, produced and distributed to the rest of the trustees in good time, as well as ensuring previous meeting minutes are signed by the chair once approved by the Board of Trustees.
- To check that actions have been taken following decisions at previous meetings.
- To ensure the Board of Trustees meets its legal obligations.
- To ensure that the annual report (to go alongside annual accounts) is produced and sent to the relevant charity regulator body (Charity Commission of England & Wales).

Key responsibilities along with the **board of trustees** include:

- To approve, support, and guide the charity's purpose, vision and strategy
- To manage the charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk, and not over-commit the charity
- To ensure the effective and efficient administration of the charity, responding to changes as appropriate to ensure that key risks are identified, monitored, and controlled appropriately
- To ensure appropriate financial plans are in place, budgets are monitored, and progress is evaluated
- To review and approve financial statements
- To help promote the charity to key stakeholders and beneficiaries
- To ensure the charity has appropriate procedures to comply with current legislation and good practice
- To prepare for and regularly attend and participate in the Board of Trustees meetings

## **What are we looking for?**

Our ideal candidates would demonstrate:

- A knowledge of and commitment to the work of City of Joy Aid, UK
- A passion for City of Joy Aid, UK's vision and strategy
- The ability to write and record minutes clearly and to provide clear advice on procedural and relevant legislative matters
- Experience of working or volunteering in a governance role or equivalent experience
- An ability and experience to contribute to matters in a supportive and confident manner
- The ability to listen and engage with people with a diverse range of backgrounds and experiences
- An understanding of the NGOs City of Joy Aid, UK supports

We welcome applications from new and experienced Trustees.

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

We're a small charity, so your ideas will be valued and your work will help raise visibility of the great work in the UK and in India, engage supporters and attract donors of the future.

## **Terms of appointment**

The equivalent of circa 8-12 days per year is required. This will include six Board of Trustee meetings and representing the organisation in an ambassadorial capacity.

The role of Trustee is not remunerated.

## **To Apply**

Please do this by submitting a covering letter and CV, which outlines your motivation, experience and availability by email to [Chris Mann](#) (Chair of the Board of Trustees)

We'll get back to you to arrange a short informal conversation.