



FOYH Hon Secretary Role Description

Purpose of the Role

The Honorary Secretary plays a key role in steering and guiding the operational management of the Friends and chairs the Governance sub-Committee (GSC), ensuring that Trustees fulfil their duties for the proper governance of the charity.

Key Responsibilities

Constitution

- Act as the custodian of the Constitution, in liaison with the Executive Committee, reviewing appropriateness and monitoring that Friends activities reflect the aims set out in the Charitable Objects

Governance Sub Committee (GSC)

- Chair meetings of the Governance Sub Committee effectively with impartiality and objectivity
- With the Chairman, as chair of the GSC, ensure that FOYH has a governance structure that is appropriate to a charity of its size and complexity
- Ensure that the Charity is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate risks
- As chair of the GSC ensure that the Annual Schedule for Review of key Policies and procedures is followed

Trustee and staff Recruitment and Training

- Work closely with the Chair to ensure that the Executive Committee has the skills it requires to govern the charity well, and that the board has access to relevant external professional advice and expertise.
- Work closely with the Administrator to ensure that staffing matters and policies for Health and Safety and Safeguarding are in place, as well as a handbook for Friends Helpers
- Ensure a systematic, open, and fair procedure for the recruitment or co-option of Trustees
- Maintain records of Trustee/Advisors appointments and terms of office.
- Ensure Trustees and Advisors receive appropriate induction, advice, information, and training (both individual and collective).

Meetings/Agendas

- Ensure authority is recorded in writing by means of terms of reference for committees and sub-committees, role descriptions, and reporting procedures
- Liaise with the Chair and Administrator to plan, arrange and produce agendas and supporting papers for Committee meetings and for drafting the subsequent minutes
- Ensure that all meetings comply with the requirements of the Constitution
- Ensure FOYH is meeting Charity Commission and Government guidelines, signing documents when legally required to do so (e.g. bank mandates, and Charity Commission documents)
- Call Meetings of the Trustees on request
- Ensure maintenance of Trustee Declarations and Conflicts of Interest
- Organise the AGM and ensure elections are in line with our Constitution
- In partnership with the Administrator develop an annual programme of meetings and ensure that relevant agendas and papers are prepared in good time for meetings
- Manage various other functions of the Friends including staffing as authorised

Personal experience, skills, and qualities

- Leadership skills
- Calm, unflappable under pressure with a good level of thinking agility.
- Experience of committee work
- Facilitation skills
- Tact and diplomacy
- Fairness and the ability to respect confidences
- Time to perform the role effectively
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- It is desirable for the Secretary to have knowledge of the aims of the Friends and an understanding of the Charity Commission Governance Code. [Would have thought it is more than desirable?](#)
- Application of the “Nolan Committee’s seven principles of public life”: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>