



Job Description for Trustee – Company Secretary

Citizens Advice East Berkshire is a charity providing free, independent and confidential advice to people living or working in Bracknell Forest, Maidenhead, Windsor and Slough. We provide a service for around 10,000 local residents and resolve over 35,000 issues every year. Our work can improve people's financial situation and improve health; reducing stress and increasing people's confidence to deal with their own problems. We value diversity, promote equality and challenge discrimination for the communities and individuals in East Berkshire.

Citizens Advice East Berkshire is governed by a board of trustees, all local people, that now seeks a Trustee Company Secretary to support their work. The successful candidate will be interested in charity governance; able to operate independently; and possess the skills to provide a high quality, reliable secretariat to ensure the smooth running of our governance processes.

The role

Working closely with the chair of trustees and elected officers, you will ensure that records are accurate, up to date and well-organised; that agendas and papers are circulated in good time; that all meetings are minuted and minutes are turned around promptly; and that other duties such as sending updates to the Charity Commission and Companies House are carried out.

Specific duties

- Ensure that all meetings are held and conducted according to the articles of association
- Ensure that all necessary documentation is sent to Companies House and the Charity Commission within the deadlines set.
- Ensure that trustees are correctly appointed according to the law and the articles.

- Arrange board meetings, prepare and circulate the agenda and papers keep minutes and ensure that proper records are kept with the assistance of the office administrator who will collate information and reports and compile the minutes
- Ensure that meetings are properly organised and meet the numbers required in the governing documents
- Ensure that any decisions at general meetings, including changes to the articles, are made in accordance with legal requirements.
- Confirm what actions and decisions have been made, and together with the Chair, monitor their implementation
- Provide trustees with additional information to facilitate decision making, especially in regard to their powers and duties under the articles.
- Provide the board with guidance about charity and company law and the provisions of the articles and any associated regulations or documents.
- Ensure that insurance requirements are fulfilled
- Develop and implement a periodic 'legal health check', to monitor employment procedures, audit the articles, review property leases and so on
- Ensure compliance under contractual arrangements and company and charity law
- Ensure that stationery, orders, invoices and other documents include all details required under company, charity, tax and other appropriate laws.

Key skills, experience and knowledge for the Company Secretary

- Experience in Legal, Office & Administration Management or Governance.
- Integrity and affinity with the values of Citizens Advice
- Ability to organise

General trustee responsibilities

Each individual member of the trustee board has a responsibility to contribute to the discharging of the board's duties. They can do this by:

- Maintaining an awareness of the business of the local Citizens Advice

- Taking responsibility for their own learning and development
- Regularly attending, preparing for and taking a full part in meetings
- Actively contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
- Monitoring whether the service complies with its governing document, whether it meets Citizens Advice standards and how well the advice needs of the local community are being met
- Monitoring the financial position and ensuring that the local Citizens Advice operates within its means and objects, and that there are clear lines of accountability for day-to-day financial management
- Supporting the development of the local Citizens Advice through participation in agreed projects
- Actively seeking to further the strategic objectives of the local Citizens Advice, and acting in its best interests at all times
- Maintaining confidentiality about any sensitive or confidential information received in the course of duties as a trustee.

Personal skills and qualities for all trustees

Each individual member of the trustee board brings skills and qualities to the board. They add to the collective knowledge and experience by providing:

- Commitment and availability to attend trustee board meetings
- Effective communication skills and willingness to participate actively in discussion
- Willingness to gain knowledge of local needs and resources
- Commitment to the aims, principles and policies of the Citizens Advice service, including those relating to equal opportunities, independence, and research and campaigns
- Willingness and ability to act in the best interests of the local Citizens Advice
- Ability to understand and accept their responsibilities and liabilities as trustees and employers
- Willingness to participate in democratic process which develops Citizens Advice policies by area and nationally

- Numeracy to the extent required to understand accounts with the support of a treasurer
- Willingness and ability to learn, and to develop and examine their own attitudes
- Ability to think creatively and strategically, and exercise good, independent judgement
- Ability to work effectively as a member of a team.

Other officers on the board

In addition to these general duties and responsibilities, some trustees will also be officers of the board, and will have additional responsibilities