

**Minute Secretary and Clerk to the Board of Trustees of Gloucester City Mission**

**Job Description**

**Overall purpose**

The minute secretary and clerk to the Board of Trustees (“the clerk”) is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-Trustees, providing assistance and

support to the chair of the board of trustees.

The clerk may also be closely involved in monitoring the requirements affecting the charity and its activities, and ensuring that the trustees’ decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.

The clerk should ensure that other meetings such as the AGM, and events are properly administered and monitor trustees’ action points.

**Specifically**

To have good listening, oral, literacy and IT skills.

To plan and prepare Trustee meetings and the AGM with others as appropriate. Plan meeting dates, book venues, send out notifications, minutes and other papers.

Draw up agendas together with the Chair.

Minute Trustee meetings or ensure another minute taker is available.

Accurately record decisions and actions in the minutes and report to the next Trustee meeting on the progress of actions and the result of decisions.

Deal with correspondence, writing letters, emails as agreed at Trustee meetings, summarizing correspondence/emails received at the next Trustee meetings and drafting replies as appropriate.

Making arrangements for any necessary reporting to be done, for example the

annual report to members.

Ensuring that trustee decisions are implemented in accordance with the charity’s

governing document or other internal operational procedures.

Knowledge of Charity law and the voluntary sector.

**Qualities**

To be organized and methodical.

Able to take good minutes.

Able to work as a team and be committed to the values of Gloucester City Mission.

Able to keep accurate records.

Relevant skills to organise a meeting well.

Be sympathetic to the Christian ethos of the Charity.

**Additional Details**

The clerk will be accountable in the first instance to the Chair of Trustees. In their absence accountability will be to the Company Secretary.

Meetings are held both by video conference (usually Zoom) as well as in person, typically every other month in the evening. However, the clerk will be expected to fulfil their duties if circumstances dictate changes to frequency or time-of-day.

Because of Charity law, the clerk must not have links to any personnel of the organisation which may constitute a “Conflict of Interest” as assessed by the Trustees.

Remuneration will be at a rate comparable with similar organisations.

Gloucester City Mission, Southgate House,

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www.gloscitymission.org.uk

Registered Charity 1115780 Company Number 05830147