

HONORARY SECRETARY ROLE DESCRIPTION

As a member of the Board of Trustees, the Honorary Secretary of the Friends of St Monica's Hospital (FOSMH) supports the effective governance and administration of the charity by ensuring that board processes run smoothly, records are maintained, and legal and regulatory requirements are met. The Honorary Secretary plays a key role in communication and organisation for the FOSMH.

KEY RESPONSIBILITIES

Board Administration

- Prepare and circulate meeting agendas in consultation with the Chair
- Arrange meetings and ensure trustees receive relevant papers in advance
- Take accurate minutes and maintain records of decisions and actions
- Monitor follow-up actions from meetings
- Liaise with FOSMH members and enquiry answering

Governance and Compliance

- Help ensure the charity complies with its governing document and legal obligations
- Maintain key records (e.g. trustee details, policies, governing document)
- Support submission of required filings (e.g. annual returns where applicable)
- Ensure proper documentation of decisions
- Liaise with membership administrative assistant to support communication with members
- Liaise with website manager to support communication with members and the public

Communication

- Act as a point of contact between Trustees, Members and stakeholders
- Support clear and timely internal communication
- Assist with correspondence on behalf of the charity where needed

Supporting the Board

- Provide administrative support to the Chair and trustees
- Support trustee induction
- Help maintain an organised and effective board

Operational Support

- Support events, fundraising, or activities where needed
- Help maintain continuity in the charity's operations

ESSENTIAL SKILLS AND EXPERIENCE

- Commitment to the charity's aims and values.
- Good understanding of the local community and its needs.
- Strong leadership, organisational, and communication skills.
- Ability to work collaboratively.
- Sufficient time to commit to meetings, events, and ongoing communication.
- A strong personal commitment to equality, diversity and inclusion.
- Be responsive and available to Trustees to discuss, advise, support or give consent to matters which may arise during FOSMH business.

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge and experience of organisational governance/secretarial duties
- Knowledge of the voluntary or charitable sector
- Previous Board or Trustee experience

In addition to the above, the Honorary Secretary will fulfil the duties and responsibilities of a Trustee in accordance with charity law and governance in best practice.

They will have the responsibilities and qualities of all trustees:

RESPONSIBILITIES OF ALL TRUSTEES

- Support and provide advice on FOSMH's purpose, vision, goals and activities.
 - Approve operational strategies and policies, and monitor and evaluate their implementation.
 - Oversee FOSMH's financial plans and budgets and monitor and evaluate progress.
 - Ensure the effective and efficient administration of the organisation.
 - Ensure that key risks are being identified, monitored and controlled effectively.
 - Review and approve FOSMH's financial statements.
 - Keep abreast of changes in FOSMH's operating environment.
 - Contribute to regular reviews of FOSMH's own governance.
 - Attend Board meetings, adequately prepared to contribute to discussions.
 - Use independent judgement, acting legally and in good faith to promote and protect FOSMH interests, to the exclusion of their own personal and/or any third party interests.
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- Contribute to the broader promotion of FOSMH's objects, aims and reputation

by applying their skills, expertise, knowledge and contacts.

ESSENTIAL QUALITIES AND ATTRIBUTES OF ALL TRUSTEES

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and objectives.
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

TERMS OF APPOINTMENT

Terms of office

- Trustees retire by rotation after three years but may stand for re-election. There is no maximum term of appointment.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment

- Attending 6 Board meetings and AGM annually. Currently meetings are held at St Monica's Hospital, Easingwold.
- Attendance at educational and networking events as required to enhance Trustee knowledge and experience.
- Attendance at fundraising events and community activities.
- Regular contact with other Trustees (and Members and Volunteers as necessary) between meetings (mostly via email or phone).