

JOB PROFILE

POSITION

Job title:	Board Secretary
Location:	TBC
Reports to (job title):	Chair of Board of Trustees and CEO
Directorate:	Chief Executive Officer
Band:	Band 3 subject to evaluation
Date created/reviewed:	10 th October 2025

JOB PURPOSE

Responsible for:

- Embedding a consistent and best in class approach to the governance standards across the Society
- The smooth and efficient running of the Board of Trustees (BoT), subcommittees, strategy boards and other committees that fall within the governance of the society
- Support and governance advice for the Chair of the BoT and CEO

KEY ACCOUNTABILITIES

1.1 Board and Board Committee Meetings

- a) maintain a strategic overview of governance and decision-making across the society, within the Charter, Statutes and Rules
- b) ensuring that BoT meetings and subcommittees are properly constituted within their terms of reference and run efficiently and effectively, according to their work plans
- c) formulating meeting agendas with the chair, committee chairs, chief executive and senior leadership team and advising on the content and organisation of reports or presentations for the meetings.
- d) collecting, organising and distributing papers for the BoT meeting, taking the minutes and creating the subsequent action log of relevant matters
- e) collecting, organising and distributing papers for the subcommittee meetings, and ensuring there are accurate minutes and action logs.
- f) offering advice and guidance to colleagues supporting strategy boards of the society to ensure consistency and best practice across the society

1.2 Governance

- a) ensuring terms of reference, the scheme of delegation, declarations of interest and loyalty and other relevant documentation are aligned, reviewed and updated annually.

- b) maintaining and reviewing procedures for the sound governance of the organisation, incorporating developments and recommendations from the Charity Commission and other best practice
- c) lead on the annual review of the effectiveness of the BoT, subcommittees and other appropriate boards and any ongoing development matters resulting from that exercise.
- d) oversee the charity's suite of policies requiring oversight and approval by trustees, working with the Legal and Governance Manager and other colleagues across the charity to ensure that these are updated and agreed at the appropriate level
- e) facilitating the recruitment and induction of trustees into their role and their development and maintaining a skills register of existing trustees in support
- f) reporting any concerns to the Senior Independent Trustee (SIT) on the Board of trustees regarding their working relationship with the Chief Executive and/or Chair of Trustees
- g) managing correspondence to the BoT

1.3 Regulatory requirements

- a) maintaining the following registers and responding to appropriate requests concerning the information they contain:
 - membership of the board of trustees
 - trustees' interests and loyalties
 - gifts and hospitality accepted and refused.
- b) appropriate involvement in the co-ordination of the preparation, drafting, publication, distribution and presentation of the annual report and accounts.

KEY WORKING RELATIONSHIPS

- The Board of Trustees and particularly the Chair & CEO
- Legal and Governance Team
- Senior Leadership Team

GENERAL REQUIREMENTS

You will also:

- Take on any training required for personal or professional development within your role
- Carry out your work in line with our policies and procedures
- Take on any additional duties that might be appropriately delegated to you.

PERSON SPECIFICATION

Detailed below are the qualifications, experience, skills and knowledge needed for this role. The Essential criteria (E) show the minimum requirements for the post to be carried out competently and effectively. The Desirable criteria (D) are not essential, but may be used to distinguish between applicants in a recruitment process.

	E / D
Educational & Professional Qualifications	
Educated to degree level	D
A qualification in Psychology	D
Qualified or registered with the Chartered Governance Institute or equivalent experience	E
Experience	
Has worked in a similar role with a board of trustees for at least 5 years	D
Familiar with a variety of governance structures and how to operate within them	D
Knowledge	
Understands the role of the Charity Commission and other regulatory bodies	E
Familiar with best practice governance and associated guidance	E

Skills	
Ability to multi-task and prioritise	E
Strong communication skills	E
Able to gain a rapid understanding of how the society works at an operational and strategic level	E
Strong organisational skills	E
Able to navigate through competing demands and priorities from trustees, senior management and working colleagues and maintain strong and effective working relationships	E