



Role Description – Secretary to the Board of Trustees

In addition to the role description of a general trustee (provided below), the Secretary will:

- Organise and coordinate Board meetings, including venues where appropriate. Dates should be provided to trustees at least two months before the meeting date
- Compile and circulate trustee meeting agendas, and meeting papers before meetings after liaison with the Chair of trustees. Agendas should be circulated at least two weeks before the meeting date
- Take minutes at trustee meetings
- Circulate minutes to trustees, facilitators and any other relevant stakeholders. Minutes should be circulated within one week of the meeting date.
- Maintain lists of agreed actions from trustee meetings and communicate with trustees between meetings to ensure progress is made.
- Maintain a list of agreed actions decided between trustee meetings, for example via WhatsApp discussion between trustees, and present these at trustee meetings for formal agreement.
- Organise for policies and procedures to be reviewed and approved by the Board, as required.

Essential Skills/experience

- Organisational skills
- Self-motivated
- Writing skills

Desirable Skills/experience

- Minute taking experience
- Trustee or governance experience
- Experience with Google Suite (Drive, Docs etc)

Role Description – Trustee (General)

Trustees are the people responsible under the governing document of Oxfordshire Breastfeeding Support (OBS) for managing the affairs of the charity.

The role of a trustee is:

- to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that OBS pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the charity are carried out
- to safeguard the good name and values of OBS
- to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of OBS in mind.

Practical expectations

Trustees meetings take place 4-6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is facilitated. Meetings are likely to last 2-3 hours, usually in the evening. The term of office is three years. A trustee can retire early by giving notice in writing.

Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting.

Each trustee is expected to have responsibility for an area of working, for example:

- Chair
- Deputy Chair
- Secretary
- Treasurer
- Facilitators & Volunteers
- Impact
- Equality, Diversity and Inclusion
- Fundraising
- Governance

Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting related time outlined above).

Support provided

Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.

Reasonable costs can be covered for relevant, cost-efficient trustee training.

Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.