# Job Description

# Post: Committees Secretary

**Reports to:** People and Facilities Director/Company Secretary

**Direct Reports:** None

**Our belief**

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** Respect & accountability

**ENERGY:** Straight talking & constantly learning

**AMBITION**: Confronting reality & driving results

**MOTIVATION:** Vision Impaired children and young people are our No 1 priority & we look for solutions, not problems

**Primary Objectives**

To provide a confidential and seamless, effective and efficient administrative support to Board of Trustees (Council), AGM, and their sub-committees.

**Key Tasks and Main Duties**

Committees

* To act as Minutes Secretary to Council, its sub-committees, working groups and any other bodies as required.
* To support the Chairs, CEO and other Senior Leadership Team members in producing, collating and distributing meeting papers and tracking the implementation of the decisions made by those boards and their sub-committees.
* To ensure that all committee documentation is timely, accurate and in appropriate formats for attendees
* To ensure that the AGM is managed in accordance with our Memorandum & Articles and all attendees are notified in a timely manner to maximise attendance
* To ensure that documentation is retained in a suitable format for Society requirements and in line with the Data Protection Act and GDPR
* To manage the Trustee and Honorary Vice-President relationships to ensure that new members are recruited and inducted appropriately and that all queries are dealt with in a timely manner.
* To ensure the annual calendars of meetings are issued and maintained for both Council and its sub-committees.
* To ensure that training for Trustees is supported across the organisation and maintained in efficient recording systems for inspection by external agencies
* To liaise with Trustees to ensure meetings are timetabled in a planned and organised way
* To liaise with all staff and the Company Secretary to ensure that reports, formal agreements for sign-off, data and information is circulated or available on the day as determined by its nature and characteristic
* To provide support to the Company Secretary on the administration of the organisation and its subsidiary companies
* To ensure the Governance portal is maintained in an effective way to support efficient search and retrieval of governance information and updates from Companies House and the Charity Commission
* To liaise with the CEO’s PA on all Trustee matters and scheduling
* To maintain appropriate statutory documentation for Trustees as the Society’s Directors

General

* To ensure equality and diversity principles are embedded in all aspects of the service
* To be responsible for promoting and safeguarding the welfare of the Society’s learners/clients and all other children and young people/vulnerable adults that have contact with the organisation.

This Job Description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified as such by the postholder’s line manager and advised to the postholder, then such additional duties shall form part of the requirement of this post.

**Person Specification**

**Professional Qualifications**

* Vocational BTEC Secretarial / NVQ L3 in Business Administration
* Level 2 GCSEs/ GCEs (C or above) or equivalent in Maths and English

Desirable

Member of ICSA

**Skills, Knowledge and Experience**

**Essential**

* Significant experience of committees secretariat work
* Experience of working within a governance environment
* Ability to maintain confidentiality on all aspects of governance issues
* Excellent knowledge and application of Microsoft Office including, word, Excel, Powerpoint, Outlook and Access
* Excellent minute taking and production skills
* Excellent interpersonal skills, in particular the ability to deal with a wide range of people both internally and externally with tact and diplomacy.
* Excellent communication skills both verbal and written and the ability to deal with all staff
* Excellent organisational and time management skills to manage own workload, prioritise appropriately and cope with multiple and sometimes conflicting demands
* Ability to share information effectively and appropriately with the managers
* High level of literacy and numeracy
* Great attention to detail and high accuracy
* Self Motivated
* Ability to solve problems, multi-task and deliver accurately and to tight deadlines
* Ability to work as part of a team and use own intiative
* Excellent Customer orientation and flexibility

**Desirable**

* Understanding of culture of voluntary sector
* Understanding of visual impairment
* Good working knowledge of governance portals, databases and office systems to manage search and retrieval of data