



Secretary to the Board of Trustees Role Description

Project MAMA is seeking to recruit Trustees with a commitment to womens' birth rights, gender equality and justice. We are looking for new board members who can help us strengthen the structure of our current board, supporting the board development as well as the charity's governance. Trustees are expected to attend 6 meetings a year that last around 2 hours, currently held via zoom, but we hope to blend these with face-to-face meetings intermittently.

In addition to the role of a general trustee, the Secretary will:

- Organise and coordinate Board meetings, including venues where appropriate.
- Compile and circulate trustee meeting agendas, and meeting papers before meetings after liaison with the Chair of trustees. Agendas should be circulated at least one week 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.
- Being familiar with the charity's governing document, the legal responsibilities of charities registered with the Charities Commission and the charity's internal governance rules;
- Helping to ensure that charity trustees file all relevant statutory returns and information with the Charities Regulator (e.g. annual reports, changes to the charity's details and/or trustees' details);

Person Specification

- Organisational skills
- Self-motivated
- Writing skills Desirable Skills/experience
- Minute taking experience
- Trustee or governance experience
- Experience with Google Suite (Drive, Docs etc)