

Secretary to Board of Trustees

Advice Support Knowledge Information is a unique User Led charity based in the Borough of Croydon supporting older men and women from a wide range of communities.

We aim to do this through providing our members an opportunity to take part in a wide range of activities that aims to reduce isolation, improve community cohesion in the Borough amongst older people and activities that give older people a 'voice' in how activities are developed and managed.

We aim to promote inclusion and reduce prejudice and social isolation often faced by older people. In 2019 we will embark on the development of a range of intergenerational projects which will bring older people and young people together to work on a number of projects which will range from dance, music, arts and craft and garment construction.

ASKI enables older people to improve their quality of life, social interaction and physical and mental health in a supportive community environment.

Role description:

The role of Secretary involves the following tasks:

- Taking minutes of Board meetings and sending promptly to the Chair of Trustees for agreement
- Scheduling agendas for Board meetings in consultation with the Chair of Trustees
- Circulating agenda and papers in a timely fashion
- Developing and maintaining a policy review schedule
- Maintaining a record of training completed by Board members
- Occasional other tasks linked to the running of the Board of Trustees.

Person specification:

Previous experience of committee minute taking or equivalent tasks is essential.

Ability to use MS Word essential.

Familiarity with organisational governance principles is desirable as would be previous experience of maintaining a database.

The role holder would be in addition subject to the conditions of ASKI's volunteer recruitment policy.

30.10.2018

Head Office

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