

Recruitment of Volunteer Society Secretary, Friends of Stretford Public Hall

Introduction

Stretford Public Hall is a community-owned hall, run by Friends of Stretford Public Hall. Our aim is to create space for good things to happen in Stretford. We are a charitable Community Benefit Society with over 800 members. We have owned the building since a community asset transfer in 2015. We provide accessible community space and deliver our own programme of events and activities, including arts activities, live music nights, community cinema, and health and wellbeing activities. Our aim is to create space for good things to happen in Stretford. Read more about our vision and values.

Recruitment of a new Volunteer Society Secretary

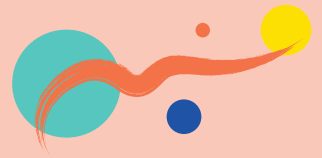
We are looking for a Society Secretary to support the Board to be the best they can be, ensuring that we can deliver the best possible support to our members and community.

This is an exciting time to join the organisation and build on the numerous successes to date. You will support the Chair and the Board to lead the organisation into a new phase of activity, overseeing operations and policies in place as well as planning for the future. The Secretary has the same legal responsibilities as other Directors, but has additional responsibilities assigned by the Board. The Secretary will provide expert guidance to the Board.

Our board currently comprises x trustees, with x vacancies
The Chair is currently planning to stand down later this year. Board members are responsible for the governance of our organisation. They play an influential role in shaping the strategic direction and monitoring and evaluating organisational performance.

Time Commitment

Board members are asked to commit to 6 meeting per year (2.5hours each) plus one AGM and one staff and board awayday / strategy session. On top of this the Secretary will need to put in additional time, estimated at 3 days per month to cover additional duties such as planning and preparing for Board meetings, AGM, and Strategy awaydays.



Who are we looking for?

We seek someone who can support the Chair and Board trustees to deliver on our operational and strategic aims. Someone who has a passion for community ownership and empowerment.

The ideal person will:

- Share FOSPH's aims and objectives
- Have the time and enthusiasm to fully commit to the role
- Have experience of board governance

Key responsibilities

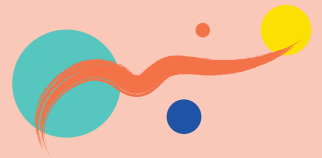
The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Board of Trustees.

We are committed to recruiting excellent and diverse trustees because it's important that our board reflect the communities we serve. Whatever your background, we will make it easy to join, participate and share your expertise in your role as a trustee. We welcome applications from individuals without prior trustee experience.

The role is voluntary but extremely rewarding. Reasonable out-of-pocket expenses will be reimbursed.

More specifically the Secretary will be responsible for all Board administration and will need to:

- Prepare agendas in consultation with the Chair.
- Circulate agendas and any supporting papers in good time.
- Check that quorum is present.
- Minute meetings and circulate the draft minutes to all board members.
- Circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- Organise and deliver Annual General Meetings which comply with constitutional and legislative requirements.
- Ensure that the Society complies with the requirements of regulatory bodies in terms of registration, reporting, changes to governing documents and directors etc.
- Support the co-ordination of the production and distribution of the Annual Report and Financial Statements
- Monitor and review all legislative, regulatory, and corporate governance developments that may affect Friends of Stretford Public Hall and relay to the Board as and when required.
- In line with legislation and best practice, maintain the statutory registers and control access to them
- On occasion, support the Board and staff team with recruitment processes and induction of newly elected Board members



Key Skills and attributes

- Experience of board/committee work and procedures.
- Minute-taking experience.
- Good communication and interpersonal skills.
- Impartiality, fairness, and the ability to respect confidences.
- Self-aware with emotional intelligence, creativity, and integrity.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good timekeeping.
- Able to use (or learn) the relevant IT software to complete tasks.

Term

There is no set minimum term of office for directors, however, to ensure the stability of the organisation we suggest this is a 3-year post.

Start Date

We are looking for someone to start as soon as possible. Our next AGM will take place at Stretford Public Hall on Sunday 20th November, and we would encourage anyone interested in joining the Board to attend this meeting.

The outgoing Secretary has committed to remain on the board for a period to help oversee this transition, providing a comprehensive induction and handover.

How to apply:

To express an interest in this role please send us a short written or video response to the following questions:

- What interests you about joining Friends of Stretford Public Hall board and becoming the new Secretary?
- What skills and experience will you bring to the role?
- What would you hope to get out of your time as Secretary of the board?

You can also send us a copy of your CV if you wish.

The deadline for applications is Wednesday 30th November at 5pm. Please send your application to Kate McGeevor kate@stretfordpublichall.org.uk. If you'd like further information about the Secretary's role and what is involved, please email Kate who will set up a call for meeting with our current Secretary, Petra Morris.