

ROLE DESCRIPTION: BOARD SECRETARY

Volunteer Role:	Board Secretary
Location	Guildford
Commitment:	Twice a month to attend board meetings (PM) and then once a week (at a time to suit you) to write up notes, prepare the trustee calendar etc An Enhanced DBS check will needs to be carried out.
Role Requirements:	To attend trustee board meetings and manage the calendar of governance meetings. To take notes of the meetings with actions and share with all trustees and Senior Team.
Skills Needed:	This person will need to be discrete and appreciate that the meetings contain confidential information. They will need to be well organised and have experience taking minutes of key meetings. An appreciation of Word, E Mail is required.
Benefits:	This is a voluntary role and you will be contributing to our mission of providing play and leisure for local disabled children and young people.