

BROCKLEY SOCIETY

SECRETARY NEEDED!

Brockley Society is looking to strengthen its Management Committee with a **Secretary**.

Are you interested in supporting the success of Brockley Society? Is one of your own skills helping organise people and processes? Do you get satisfaction from ensuring that ideas become reality? Then you could be just who we are looking for!

Brockley Society is a local charity first set up in 1974. Our objectives are:

1. To advance the conservation, protection and improvement of the physical and natural environment in the Brockley Conservation Area and elsewhere in Lewisham for public benefit
2. To advance the education of the public in heritage and conservation
3. To advance citizenship and community development
4. To advance the arts, culture, science and heritage for public benefit
5. Any other charitable purposes consistent with the preceding objects

As Secretary, you will become part of the Management Committee of Brockley Society: a role that will also automatically make you one of our Trustees.

Our team comes from a variety of backgrounds and has a variety of interests, however we all share a passion for the wellbeing of Brockley and its people. We strive to fulfil the objectives as set out in our constitution: in our regular Management Committee meetings we set out our plans and activities for the next year. We have a variety of smaller and larger projects that can benefit from being organised; by providing support for a consistent follow-through on our ideas, you can help make them reality.

Details of the role

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. The Secretary's tasks include:

Ensuring responsible administration.

- In consultation with the Chair prepare and circulate agendas and any supporting papers in good time
- Receive agenda items from other Committee members
- Check that a quorum is present at meetings

- Minute meetings and circulate the draft minutes to all committee members
- Ensure that the chair signs the minutes once they have been approved
- Check that Committee members and staff have carried out action(s) agreed, and where necessary help in finding the support they need
- Circulate agendas and minutes of the AGM and any special or extraordinary general meetings
- Ensure up-to-date records are kept of Committee membership

Making arrangements for meetings.

Ensure arrangements for Management Committee meetings and public meetings are met (booking the room, arranging for equipment and refreshments, facilities for those with special needs, etc).

Qualities and Skills Preferred:

- Experience of committee work and procedures would be useful.
- Minute-taking experience would be useful.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time-keeping.

Time Commitment Required: The role of Secretary requires an estimated commitment of 4-8 hours per month. Preparation of Committee meetings and the AGM may require a bit more time.

If you are interested in finding out more about this role, please email us at **chair@brockleysociety.org.uk**.