

BROCKLEY SOCIETY

SECRETARY NEEDED!

Brockley Society is looking to strengthen its Management Committee with a new 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!

If you might be interested in taking on this role, we would love to hear from you. Please don't hesitate to contact us by email at **chair@brockleysociety.org.uk** to discuss it further.

Brockley Society is a civic society, established as a charity in 1974. We are in the process of updating our constitution to become a CIO (Charitable Incorporated Organisation).

Under our new constitution, our objectives will be stated as follows:

- 1. To promote high standards of planning and architecture in or affecting the Brockley Conservation Area and elsewhere in the London Borough of Lewisham.*
- 2. To educate the public in the geography, history, natural history, culture and architecture of the Brockley Conservation Area and elsewhere in the London Borough of Lewisham.*
- 3. To secure the preservation, protection, development and improvement of features or areas of historic or public interest in the Brockley Conservation Area and elsewhere in the London Borough of Lewisham.*

In furtherance of the above objects but not otherwise the trustees shall have the power to establish a neighbourhood forum for the Brockley Conservation Area and elsewhere in the London Borough of Lewisham to promote and or improve the social, economic and environmental well-being of the area.

Background

Brockley Society's current Trustees, Management Committee and broader active membership come from a wide variety of backgrounds and have a variety of interests. However, we all share a passion for the wellbeing of Brockley and its people. We strive to fulfill the objectives as set out in our constitution: in our regular 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.

Full details of the role are as follows:

The role of the secretary is to support the Chair and Trustees in ensuring the responsible and efficient functioning of the Society. You would automatically become an Officer and Trustee of the Brockley Society CIO, and a member of the Management Committee. As such, there are several basic legal criteria that will need to be met - details of which we can forward if you are interested in taking on the role.

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 quorum is present
- 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
- Maintain the activities diary of Brockley Society and ensure that each activity has the right resources in order to take place
- 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 for committee meetings and the AGM will require more time.