

# BROCKLEY SOCIETY

## Secretary needed!

Brockley Society is a local charity first set up in 1974, now a Charitable Incorporated Organisation No.1201209. We are looking to strengthen our 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!

The objects of the CIO are:

- 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.**

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 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.

## **Standard JD for secretary of a charity**

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 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
- 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 will require more time.