



Secretary Trustee Role Description – Peer Support Plus CIO

As representatives of the wider community, it is the role of all our Trustees to ensure that the Board of Trustees maximises opportunities to fulfil the charity's Objects by empowering Peers, Facilitators, Administrators, Members, funders, supporters and the wider community to help.

Each member of the Board of Trustees has their own Key Role specific responsibilities outlined in their Role Description, for examples: Chair, Secretary, Treasurer.

Some Trustees may choose to accept additional responsibilities delegated by the Board of Trustees, over and above the General Responsibilities of all Trustees.

Key Role Secretary Trustee

Reports to The Board of Trustees

Purpose

- To ensure the administrative affairs of the Charity are conducted within legal requirements.
- To ensure that Board of Trustees meetings are properly administered.

Role specific duties (in addition to the General Responsibilities – see below)

- Ensure The Board of Trustees meets its legal obligations, including charity law, Charity Commission reporting and insurance requirements.
- Ensure the Board fulfils its administrative responsibilities.
- Deal with Board correspondence and keep a record of this.
- Keep a check on the progress of work as agreed by the Board.
- Ensure the proper administration of Board of Trustees meetings, including:
 - Receive agenda items for Board meetings and, with the Chair, prepare meeting Agendas.
 - Make arrangements for Board meetings, including dates and venues.
 - Timely publication of agendas, minutes and papers to be discussed, preparatory to Board meetings.

- Ensuring that the Chair ‘signs’ the minutes of the previous meeting once approved by the Board.
- Clearly recording decisions and policy agreements in formal minutes of Board of Trustees meetings.
- Recording who will do what by when, as agreed or delegated by the Board.
- Ensuring that any Board of Trustees members and volunteers who have been assigned actions know clearly what it is they have been tasked to achieve.
- Monitor the progress of actions as agreed by the Board.
- The *Peer Support Plus CIO – Annual Report* is produced, formally agreed, sent to Members and relevant public bodies, and made publicly available.
- Ensure Members are informed of the AGM and any Extraordinary or Special General Meetings.

Additional Responsibilities

- Membership Secretary
 - Maintain the Peer Support Plus CIO Register of Members.
 - Administer applications for Membership of the CIO, including any membership fees. Record those who resign or are removed from the Membership Register; or are no longer eligible to be Members.
 - Keep Members appropriately informed about decisions of the Board of Trustees.

Additional Key Qualities

- Ability to provide (or quickly research) clear reliable advice on relevant legislation and best practice, and Peer Support Plus Policy and procedural matters.
- Knowledge of effective and economical administrative processes and procedures.
- Ability to write clearly, concisely and accurately.

- Ability to progress-chase assertively and effectively while modelling *Guidelines for Behaviour – Peer Support Plus*.

General Responsibilities of all Trustees

All Trustees share equal responsibility for decisions of the Board of Trustees.

Planning

- Review and approve proposed changes to *Vision Values and Aims*.
- Annually assess the changing environment, review and approve *5 Year Vision and 12 Month Plan – Peer Support Plus*.
- Review and approve *Annual Budget – Peer Support Plus*.
- Review and approve new and proposed changes to Policy and Procedure.

Organisation

- Provide candid and constructive feedback, advice, comments and praise.
- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, recognise and if necessary or desirable, change the Board of Trustees of Peer Support Plus CIO.
- Regularly discuss with the Board of Trustees matters that are of concern to the Trustee or to the Board.
- Put forward names of prospective Trustees and fill Board of Trustees vacancies as needed.
- Annually approve the performance of the Board of Trustees and take steps to improve its performance, including changing its composition, organisation and responsibilities.
- Be assured that Peer Support Plus's resources and delivery team are equal to the requirements of its short and long-range goals.
- Be assured that management succession is being properly provided.
- Annually approve the delivery team's work plans and review their performance.

- Review the results achieved by the delivery team in relation to Peer Support Plus's aims and objectives, annual and long-range goals, and compare their performance to similar activities elsewhere.
- Approve appropriate terms and conditions of service and reward for the delivery team.
- Be certain that the financial structure of Peer Support Plus is adequate for its current needs and long-range strategy.
- Approve major actions of Peer Support Plus, such as capital expenditure over delegated limits on all items, and major changes in the activities and services offered to Peers.

Audit

- Be assured that, through reports and other methods, the Board of Trustees is currently and adequately informed of the condition of Peer Support Plus and its operations.
- Review compliance with the relevant laws affecting Peer Support Plus.
- Be assured that published reports adequately reflect the nature of the services and the financial condition of Peer Support Plus.
- Ascertain that the Board of Trustees has established appropriate policies to define and identify conflicts of interest throughout Peer Support Plus, and is administering and enforcing those policies.
- If needed, appoint independent auditors, subject to approval by Members.

Key qualities

- An understanding of *Constitution – Peer Support Plus*
- A knowledge of and commitment to the work of Peer Support Plus CIO
- Good meeting and presentation skills.
- Ideally, lived experience of self-managing own mental health.

End