

Homeshare International Board of Trustees

Honorary Secretary Role Description



Background

The Board of Trustees is responsible for setting the strategic aims, objectives and direction of Homeshare International (HI) and for overseeing operational delivery with the help of the part-time [Director]. The trustees have legal responsibility for management of the charity.

The Homeshare International (HI) Honorary Secretary is a key member of the Board of Trustees will work closely with the Chair of the Trustees, the Treasurer and the part-time Director to support HI to achieve its charitable objectives. The role is critical to the governance and operation of HI.

The main function of the Honorary Secretary is to support the board with administrative duties and ensure the charity complies with charity law and any other relevant legislation or regulations. You will also work with the Treasurer to ensure the Annual Accounts to the Charity Commission are completed and submitted on time.

Duties and responsibilities of the Honorary Secretary of Homeshare International:

- Schedule quarterly board meetings, prepare the agenda, request and circulate other documents and reports as required.
- Attend board meetings, take and circulate minutes, follow up action points.
- Sit on the Governance sub-committee, which meets approximately twice a year.
- Supported by the Chair, oversee the appointment and induction of all new trustees.
- With the Chair and Treasurer, work to ensure the organisation fulfils its duties and responsibilities for effective charity governance in line with HI's policies and the requirements of the Charity Commission for England and Wales.
- Support the organisation in pursuing its stated charitable objects as defined in the Constitution.
- Help ensure operational plans and budgets support the charity's vision and strategy.
- Facilitate HI's compliance regarding governing document, policies, charity law and any other relevant legislation or regulations.
- Work to ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Work to ensure the charity is carrying out its purposes to the public benefit.
- Support the organisation in defining its goals and evaluating performance against agreed targets.

- Ensure trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

Person specification

- Competent IT, organisational and administrative skills.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship, and the Honorary Secretary role in particular.
- Be able to evaluate and interpret management information and other data/evidence.
- Commit to upholding the good name and values of the organisation.
- Commit to working constructively as part of a team and contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.
- Have a willingness to devote the necessary time and effort.
- Have a genuine interest in homeshare.
- Have a commitment to HI's aims, objectives and values.

The Honorary Secretary must be legally eligible to stand as a registered Company Director and Charity Trustee, and should be based in the UK. Previous experience as a trustee of a UK voluntary organisation is an advantage.

Terms of appointment

The Honorary Secretary is appointed for a term of office of 3 years (which may be extended by one year with the agreement of the majority of trustees).

The Honorary Secretary is required to attend scheduled meetings every 3 months with some ad hoc meetings where necessary. These may be at unusual times due to the international nature of the board.

It is anticipated that the time commitment would be approximately 2 days per month, in a voluntary capacity. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).

External Links:

This role description should be read alongside HI's Constitution (governance document) and Code of Conduct.

The UK government provides full details about the role and responsibilities of being a trustee of a UK charity. We ask that you read through this carefully: [The essential trustee](#)