



## Me2 Club Charity Secretary Role Profile and Person Specification

### About the role

Me2 Club is an inclusion charity providing support for children and young people aged 5+ with additional needs and disabilities in the Reading and Wokingham boroughs. Our mission is to help children feel confident, independent, and included, while learning life skills and making new friends.

Every year, Me2 Club matches over 120 children who have additional needs or disabilities with committed and passionate volunteers to help them attend and take part in mainstream leisure activities. We tackle the impact of exclusion and social isolation experienced by children and young people.

We are looking for a new trustee to take on the position of charity secretary to support the board and project groups. This is more than just taking minutes! This role is central to the management of the charity. As a member of the Board of Trustees you will be jointly responsible for the legal, effective and safe running of Me2 Club. Working with other Trustees and the Senior Leadership Team you will provide strategic leadership to a growing and ambitious charity. As one of our '*guardians of purpose*' you'll make sure that all our decisions put the needs of children and their families first.

You'll attend and contribute at regular Board meetings and have the opportunity to get involved in charitable activities from fundraising to meeting beneficiaries at family events.

This is a voluntary position with pre-agreed expenses eligible for reimbursement.

### The Ideal Candidate

You will be passionate about ensuring inclusion for all children and young people with additional needs and disabilities in mainstream activities. You might be looking for your first step up into a strategic or governance related role or looking to give back to your local community. You'll bring energy and enthusiasm and have a different perspective that will compliment and challenge our way of working.

### Key Accountabilities

- Ensure that trustee meetings are properly administered and recorded.
- Ensure other meetings, such as the AGM, and events are properly administered.
- Ensure that Charity Commission and other relevant organisation records are maintained.
- Submit annual returns to regulatory bodies as appropriate and in the correct format.
- Monitor committee member action points

Other responsibilities:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document



- To ensure that the charity provides its services safely and in a way that promotes the safeguarding of all children and adults at risk
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation

#### **Applicable qualities:**

- To be organised and methodical
- Be able to gain a good knowledge of the charity's constitution
- Relevant experience through personal or professional life that will enhance the work of the charity
- A good understanding and awareness of the areas the charity operates in (Reading and Wokingham) as well as key stakeholders and partners
- Understanding and acceptance of legal duties and requirements of Trustees
- Being able to work with others whilst expressing your own opinion

#### **Criminal Record Check:**

Successful achievement of an Enhanced DBS check

#### **Location and time commitment:**

Wokingham and Reading, Berkshire.

The Board meets online the first Monday of every month, for about 2 hours (from 7pm to 9pm). You will be expected to be able to dedicate a minimum of six hours per month to the role, preferably more, including preparation for and attendance at Board meetings. Many of your duties may be carried out online and by phone/video, as well as face-to-face.

All trustees are also expected to occasionally meet beneficiaries.

It should be noted that the focus of this role is strategic and you will not be managing the organisation on a day-to-day basis; however, regular contact and liaison with the senior leadership team and with other Trustees is expected.

#### **Travel Required:**

Some travel across Reading and Wokingham with some travel outside of these areas. All reasonable expenses will be reimbursed subject to charity policy.