

## **Volunteer Role Description: Charity Secretary**

**Role:** Charity Secretary

**Where:** West Berks Foodbank (based on the Greenham Business Park, with meetings of the Board of Trustees usually taking place on a weekday evening at the homes of individual Trustees)

**When:** Regular Board meetings, usually every two months, other meetings as required, and other duties between meetings

**Time commitment:** approx. 8-10 hours per month

**Overview of the role:** This role involves supporting the Board of Trustees in overseeing the running of the West Berks Foodbank, mainly by: delivering the administrative needs of the bimonthly meetings of the Board, the AGM and any other general meetings, eg by generating agendas, minutes etc; helping to ensure that follow-up actions are carried out; helping to ensure that the Foodbank complies with the legal requirements of the Charity Commission and other relevant bodies; maintaining proper administrative records.

### **Key tasks**

- Liaising with Trustees individually and collectively and making all necessary arrangements for Trustee meetings, including circulating agendas, minutes and other papers as required.
- Supporting delivery of the AGM and any special meetings in a similar way.
- Ensuring that all decisions, and the reasoning behind them, are clearly recorded in the formal minutes, with action points as agreed by the Trustee Board.
- Helping the Trustee Board to meet its legal obligations, eg for the timely submission of accounts and annual reports, and ensuring that bodies like the Charity Commission have up-to-date information about the Foodbank.
- Keeping accessible copies of all important administrative documents.
- The Charity Secretary may be invited to take on further roles from time to time as the need arises, compatible with his/her interests and availability.

Training can be provided where needed, including through the Trussell Trust.

## **About you**

Previous experience or an ability in:

- administrative procedures
- writing clearly
- ability to provide clear advice on procedural and relevant legislative matters, with help as needed through the Trussell Trust and other relevant sources.

The Charity Secretary is not a Trustee, but will attend Trustee meetings and therefore will need to be comfortable dealing with sometimes sensitive and confidential matters. Previous experience in handling such situations will be a clear advantage.

## **Benefits of volunteering**

- Using your time and skills to make a difference.
- Meeting new people who share your passion to eradicate poverty in the local community.
- Making a real difference to the running of the Foodbank.

## **Impact of your role**

- By leading on the administrative matters of the Foodbank Board, you are part of providing a vital support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with West Berks Foodbank.
- By helping the Board of Trustees, and through it the Foodbank, to operate to high professional standards, you make a key contribution to sustaining its long-term viability and effectiveness.

## **How to apply**

For more information, please contact [hr@westberks.foodbank.org.uk](mailto:hr@westberks.foodbank.org.uk) or fill in our application form on our website [westberks.foodbank.org.uk](http://westberks.foodbank.org.uk).

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