



www.thebellamossfoundation.com

THE BELLA MOSS FOUNDATION

Job Description

Job Title: Secretary/Director

Responsible to: Board of Trustees

General Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To assist the Trustees in ensuring that the organisation pursues its objects as defined in its governing document.
- To assist the Trustees in ensuring the organisation applies its resources exclusively in pursuance of its objects.
- 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 assist the Trustees in ensuring the effective and efficient administration of the organisation.
- To assist the Trustees in ensuring the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

In addition to the above responsibilities, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise.

Additional duties:

- Circulate calling notices agendas and minutes of the annual general meeting and any special or extraordinary general meetings
- Act as Company Secretary and do all things needed for that role according to company law and as directed by the Board.

- Contribute to the organisation's annual director's report and sign it off on behalf of the board
- Ensure that the annual accounts and annual returns are submitted to both the Charity Commission and Companies House before their submission deadlines.
- Sit on appraisal, recruitment and disciplinary panels as required
- Receive agenda items from other Trustees/staff.
- Prepare agendas in consultation with the President of the charity.
- Circulate agendas and supporting papers in good time.

To apply please contact Mr Mark Doshier

info@thebellamosfoundation.com