



Volunteer Clerk to Trustee Board – Mental Health Charity

Hours variable – approximately six hours a month.

Are you looking to undertake some volunteering? Would you like to work as part of a team in a charity working for people with mental illness? Do you have administration skills? If you have answered yes to these questions you may be the person we are looking for.

A volunteering opportunity has arisen at South Staffordshire Network for Mental Health (SSNMH), a small independent registered charity, supporting people with, or in danger of developing, mental illness, based in Lichfield.

We are looking for an individual who will work with the Chair of the Board of Trustees and the Business Manager to provide effective administrative support to the Board, its various sub-committees and working parties. They will maintain appropriate paper and computer records and manage information effectively and in a timely manner. They will be expected to attend all Trustee Board meetings as well as the various sub-committees and working parties to prepare relevant paperwork beforehand, take the minutes during the meetings and type them up in a timely manner.

A minimum of four two hourly Board meetings are held each year in addition to the various sub committees. All meetings are held during office hours. Relevant out of pocket expenses will be reimbursed.

SSNMH is an equal opportunities employer and welcomes applications from all sections of the community. The role will be subject to two satisfactory references and enhanced Disclosure and Barring Service Checks.

Further details including job description and person specification can be found below. Please apply by sending your CV and a covering letter to Jobs@ssnmentalhealth.co.uk ; Informal enquires to; chair@ssnmentalhealth.co.uk,



Job Description and Personal Specification

Clerk to the Board of Trustees of South Staffordshire Network for Mental Health (referred to in this document as the “Board”)

Main purpose

- Provide effective administrative support to the Board, its various sub-committees and working parties;
- Maintain appropriate paper & computer records and manage information effectively and in a timely manner.

Responsibilities and Tasks

1 Effective administration of meetings

- With the Chair and Business Manager prepare a focussed agenda for the trustee board meetings and any sub-committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required;
- Check that meetings are quorate;
- Record the attendance of trustees at meetings (and any apologies — whether they have been accepted or not), and take appropriate action in relation to absences including advising absent trustees of the date of the next meeting;
- Draft minutes of trustee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Board), the Business Manager;
- Circulate the reviewed draft to all Trustees, the Business Manager and other relevant authority as agreed by the Trustees within the timescale agreed with the Trustees;
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

2 Membership

- Advise Trustees in advance of the expiry of a term of office, so elections or appointments can be organised in a timely manner;
- Maintain a register of trustees pecuniary interests and ensure the record of trustees’ business interests is reviewed regularly and lodged at the registered office;
- Maintain a record of training undertaken by trustees;
- Maintain Trustees meeting attendance records and advise the chair of potential disqualification through lack of attendance;

3 Manage Information Clerk to the Board of Trustees SSNMH

- Maintain up to date records of the names, addresses and category of the Board members and their term of office and informing the Board of any changes to its membership;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees leading on particular specialism e.g. child-protection;
- Maintain a record of signed minutes of meetings and ensure copies are published as agreed at meetings;

4 Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;

5 Additional Services

- Participate in, and contribute to the training of the Board in areas appropriate to the clerking role;
- Maintain archive materials;
- Undertake any other duties and training required by the Board appropriate and commensurate with the role.
- Attend the AGM and any other special Board meetings and take notes to be discussed and review by the chair following the meeting. Circulate final copy as appropriate.

Person Specification of the Clerk to the Board of Trustees of South Staffordshire Network for Mental Health (referred to in this document as the “Board”)

This person specification lists the competencies expected of an experienced/fully-trained clerk, designated as essential and desirable criteria.

Skills

The clerk should be able to provide evidence of the following:

Essential

- good listening, oral and literacy skills;
- writing agendas and accurate concise minutes;
- ICT (including keyboard) skills;
- organising own time efficiently and working to tight deadlines;
- organising meetings;
- accurate record keeping, information retrieval and dissemination of data/documentation to the Board
- using the internet to access, publish and record relevant information
- knowledge of Data Protection legislation.

Qualifications & Training

Desirable

The clerk should:

- be able to demonstrate a willingness to attend appropriate training and development
- have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent

Experience

Desirable

The clerk should be able to produce evidence of:

- relevant personal and professional development;
- working in an environment where experiences included using initiative and displaying self motivation
- working as a member of a team.

Personal Attributes

The clerk should:

Essential

- be a person of integrity;
- be able to maintain confidentiality;
- be able to remain impartial;
- have good interpersonal skills.

Desirable

- have a flexible approach to working hours;
- be sympathetic to the needs of others;
- have an openness to learning and change;
- have a positive attitude to personal development and training

Special Requirements

The clerk should:

- be able to work at times convenient to the Board (including evening meetings)
- be able to travel to meetings
- be available to be contacted at mutually agreed times

Prepared by Bob Attwood, Trustee

12th August 2015