



## Role Description

### Honorary Secretary

**Role title:** Honorary Secretary

**Responsible to:** The Board of Trustees

**Position:** Voluntary

#### Overview:

The Friends of York Hospitals (FOYH) is a Charitable Incorporated Organisation (CIO) whose objective is to preserve, enhance and protect the health of patients of the York Hospitals by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.

The role of Honorary Secretary is one of the three officer posts as identified within the constitution (paragraph 13 (8)) along with the Honorary Chairperson and Honorary Treasurer.

#### Main duties and responsibilities

In addition to the general responsibilities of a trustee, duties of the Honorary Secretary include the following.

- To provide support to the Chairperson and Board of Trustees to ensure that the Board of Trustees functions smoothly
- Facilitating and leading the induction process for new Trustees
- To ensure compliance with the constitution, policies and procedures
- To prepare relevant policies and procedures in relation to the governance of the charity and any relevant legislation or regulations for approval by the Board of Trustees
- To prepare in consultation with the Chairperson, the agendas and supporting papers for Trustees meetings and circulating them in good time
- Receiving agenda items from other trustees/staff
- Organising meeting arrangements.
- Taking minutes of the regular Trustees meetings, EGMs and AGMs

- Ensuring signing of minutes by the Chairperson once they have been approved
- Checking that the Trustees and staff have carried out actions agreed at previous meetings
- Representing FOYH in contacts with external organisations
- Sitting on appraisal, recruitment and disciplinary panels as required
- Overseeing the keeping of membership records by the Administrator & Volunteer Co-ordinator
- To support the Chairperson in the management of paid staff when necessary

**Person specification for Honorary Secretary**

In addition to the person specification for a trustee, the secretary should have the following qualities.

Essential criteria

Organisational ability

Knowledge or experience of business and committee procedures

Minute taking experience

A willingness to be available to staff for advice and enquiries on an ad hoc basis

Good communication skills

Ability to work under pressure

Desirable criteria

Experience as a Trustee

Experience of working in a position of responsibility

Experience of the charitable sector

Please refer to the CIO Constitution for details of the appointment process and term of office.

Signed:

Name:

Date:

Date approved	7-6-21
Approved by	Board of Trustees
Review date	June 2023
Version	2
Prepared by	SN