

# Volunteer Role Description

## Secretary to the Board of Trustees

### Who we are

The Bible Reading Fellowship (BRF) is passionate about making a difference through the Christian faith. We want to see lives and communities transformed through our creative programmes and resources for individuals, churches and schools.

### The role

You will need to give around 8 hours per month to support the administration requirements of the board of trustees. The role will involve working with the CEO and Head of Finance to prepare for board meetings and complete post-meeting administrative tasks.

### Main responsibilities

- Organising meeting logistics – booking meeting venue, ordering catering, arranging parking
- Preparing the agenda and other supporting papers, and dealing with correspondence
- Attendance at eight trustee meetings per year in the Abingdon area
  - 4x daytime full board meetings approx. 5 hours including lunch
  - 4x daytime finance committee meeting approx. 2-3 hours
- Writing up minutes of the board meetings
- Providing ad-hoc administration to support governance procedures

### Who are we looking for?

#### Someone who has:

- Experience of taking minutes, preparing and circulating agendas and papers
- The ability to maintain confidentiality
- Good organisational skills
- Clear communication skills
- A commitment to the aims of the organisation

#### Desirable

- An understanding and experience of governance and the role and responsibilities of trustees

### What we offer

- The chance to gain an insight into the running of a small not-for-profit organisation
- The opportunity to develop administrative skills and gain an understanding of charity governance
- A friendly, supportive team of staff and Trustees
- Reimbursement of all reasonable travel and out-of-pocket expenses

To apply, please complete the volunteer application form and return to Sara Sheerin at [sara.sheerin@brf.org.uk](mailto:sara.sheerin@brf.org.uk).