**Job Description**

**Job Title:** Board Secretary

**Reports to:** Chairman of the Board

**Hours:** 15 hours per week

**Part/Full-time:** Part-time, permanent

**Job summary:**

The Board Secretary will be responsible for ensuring the Board’s governance and compliance with relevant legislation and regulation as well as carrying out secretarial duties including the organisation and minute taking of meetings, other correspondence, and any additional support for the Chairman and Trustees, ensuring these tasks are completed in an efficient and effective manner.

**Key Responsibilities:**

**Board Secretarial duties**

To organise and manage the Chairman’s secretarial requirements including initiating, drafting and typing correspondence, general documentation management, file and diary management

Ensure the smooth operation of the Board of Trustees meetings including any committee and sub-committee meetings which will require the timely coordination of agendas, minutes and papers.

Oversee all arrangements associated with Council and Board meetings ensuring recordkeeping, abidance to the Terms of reference by participants and progress against actions are reported back to the Board.

Disseminate Board decisions to those required to implement them and ensure progress against actions is reported back to the Board

Ensure the accurate storage and maintenance of Board related records in a safe and secure manner.

**Compliance and Governance**

Keep under review all corporate governance and legislative issues and regulations which might affect the Board, to ensure the Board of Trustees are fully briefed and have regard to these matters when taking decisions.

Ensure that annual declarations, Fit & Proper Persons and Standards for Board Members are completed for CQC inspections.

Support the arrangements and recruitment and selection process of the Chairman and Board of Trustees including the induction and on-boarding processes.

Act as the first point of contact between the Board with external bodies, on corporate governance issues.

**Other Duties**

Maintain confidentiality of all records held by the Board and adhere to all standards in the confidentiality agreement of the Hospital

To keep all members of the Board and Executive team staff up-to-date with information as appropriate to the Chairman

To follow all policies and procedures of the Hospital including health and safety

Other duties, appropriate to the role, as may be required by the, Chairman or members of the Board of Trustees, from time to time

*This Job Description is not an exhaustive list of duties and is seen as a guideline for the post. It may be reviewed and changed to reflect the needs of the organisation in discussion with the post holder.*

**Person specification:**

| **Attribute** | **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- | --- |
| **Education, Qualifications and Training** | Educated to Degree level | ✓ |  |
| Educated to Masters degree level |  | ✓ |
| AMSPAR or secretarial Diploma RSA 3 or equivalent  Typing speed of a minimum of 60 wpm | ✓  ✓ |  |
| **Knowledge and Experience** | Minimum of 4 years of secretarial experience  Experience working in a healthcare or board level secretary  Ability to demonstrate an intermediate level of skill across Microsoft Office Suite of software (including Word, Excel, PowerPoint, Outlook)  Able to demonstrate knowledge of corporate and governance conduct principles, legislation and best practice | ✓  ✓  ✓ | ✓ |
| **Skills** | Very strong attention to detail and accuracy  Excellent verbal and written communication skills including confidence, assertiveness and clarity in written, telephone and in-person interaction  Ability to communicate with multi-disciplinary professionals, staff and board members to gain and sustain credibility with these relationships  High level of integrity, maintaining of confidentiality and discretion  Self-motivated with the ability to work independently  Excellent organisational and time management skills  Self-motivated with the ability to work independently | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |