**Secretary**

**Purpose of the Role**

Providing secretarial support to the Trustees and ensuring that the requirements of the Charity Commission are met (primarily through the keeping and publishing of minutes and the return of the Annual Report and Accounts).

Engage with the work of SHCG and respond to requests for consultation, reading and commenting on proposals from other Trustees.

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend 3 Trustee meetings a year (virtually / in person *- attendance and travel = 1 day)*
* Organised and methodical, and the ability to work to deadlines
* Attention to detail
* Excellent listening and written communication skills
* Public speaking (AGM/Elections)
* Prior experience useful but not essential
* A willingness to travel and advocate for social history when necessary

**Impact**

The role of Secretary is to keep SHCG functioning smoothly through the support of other Trustees’ functions. Key tasks are:

* Ensuring SHCG acts constitutionally
* First point of contact for the Charity Commission for England and Wales, Office of the Scottish Charity Regulator and Charity Commission NI
* Organising and supporting Trustee meetings; writing/circulating reports and minutes promptly
* Maintaining the constitution and organisational documents
* Managing correspondence using the [enquiryshcg@gmail.com](mailto:enquiryshcg@gmail.com) email address and dealing with post sent to the SHCG registered address
* Managing the SHCG archive on Google Drive
* Preparation for and coordination of the Annual General Meeting including collation and circulation of the agenda and papers
* Recruiting for and managing Trustee elections
* Overseeing and ensuring that SHCG operates within GDPR for all activity

**Support**

The Secretary can expect the support of Chair, Chair Elect and Treasurer. Past Secretaries can be available for advice and support if requested.