



## Volunteer Role Description

Role title:	<b>Board Secretary</b>
Purpose of role:	To ensure that PaganAid adheres to its constitution, fulfils its obligations under charity law and follows good practice in its governance.
Reporting lines:	Reports to the Board of Trustees via the Chair.
Main duties:	<ol style="list-style-type: none"> <li>1. To draft the Annual Report for approval by the Board.</li> <li>2. To submit the approved Annual Report to the Charity Commission and (in conjunction with the Supporter Relations Coordinator) share it with our supporters.</li> <li>3. To schedule regular Board meetings and the AGM and send out agendas in advance to all Trustees.</li> <li>4. To draft and circulate the minutes of the AGM, Board meetings and on-line Board decisions.</li> <li>5. To ensure new Trustees complete appropriate paperwork and receive an appropriate induction.</li> <li>6. To update our charity details on the Charity Commission website.</li> </ol>
Skills and qualities needed:	<ol style="list-style-type: none"> <li>1. Passion for sustainable development and PaganAid's mission.</li> <li>2. Good writing skills, able to express ideas simply and attractively.</li> <li>3. Well organised with good attention to detail.</li> <li>4. Access to and ability to use on-line communications.</li> <li>5. Familiarity with, or willing to learn about, charity law and good governance.</li> <li>6. Willing and able to be a Trustee of PaganAid.</li> </ol>

Note that all volunteers are required to read PaganAid's Volunteer Policy and Communications Policy, and agree to act with honesty and without discrimination, in line with PaganAid's values and with its best interests at heart.

The policies can be downloaded from our website: [www.paganaid.org/about-us/policies/](http://www.paganaid.org/about-us/policies/)

*Agreed in ... (to be reviewed in...)*