



ORCHARD HOUSING SOCIETY
HONORARY SECRETARY
Voluntary Position

Summary

Honorary Secretary to a small sheltered housing provider managing a single scheme for those over 60 years old in North West London.

Description

We are looking for a secretary to support the chair in ensuring the smooth functioning of the eight strong Management Committee and our three staff members, We manage 61 flats, 48 for single people and 13 one bedroomed flats.

The Secretary's tasks include:

Ensuring Responsible Administration

- To prepare agendas in consultation with the Chair (and staff).
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To ensure that the chair signs the minutes once they have been approved.

- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- As an exempt charity, to ensure that the charity complies with the requirements of the Regulator of Social Housing in terms of meeting our code of governance, registration, reporting changes to governing documents

Making Arrangements for Meetings

To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc).

Other Duties

To sit on appraisal, recruitment and disciplinary panels as required.

Qualities and Skills Required

- Organisational ability.
- Experience of committee work and procedures.
- Minute-taking experience (where not delegated to staff).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the Chair.
- Good time keeping.

- This is a Management Committee position initially for three years

Time Commitment: The role of Secretary requires an estimated commitment of 3-7 hours a week. Some work can be carried out at home but regular attendance at Management Committee meetings held in the early evenings once every six weeks is required. These are currently held on Zoom but are usually held at the Orchard NW11 6YN