



Volunteer Secretary Board Director

About Uppertunity

We are a registered Community Interest Company (a type of social enterprise), working with individuals (16+) with learning disabilities, autism and mental health barriers. We focus on an individual's strengths and aspirations, then work with them to realise their potential, leading to self-worth and independence. We do this through: creative workshops, group and community work, mentoring, skill development programs, meaningful volunteering roles and social events.

Our 4 mission aims are:

1. We believe in equality for all. We empower individuals and help create, develop and maintain purpose and self-worth.
2. We champion the development of mindsets which enable people to reach their optimum self. We use a mixture of methods that bring about an inner resilience, challenging people's perceptions of themselves and their own capabilities of shaping their world.
3. We create social change by demonstrating that everyone has strengths and skills to offer their world. We all have a calling and a purpose we can serve that provides self-fulfilment.
4. We create environmentally sustainable communities through community partnership and connection.

About the volunteer role: Secretary Director

We, Uppertunity, are looking for a committed individual to join our Board of Directors as a volunteer secretary. This person will ensure meetings are effectively organised and minuted, and assist with other organisational duties such as record keeping.

Having developed and grown over the past 5 years, and learning from Covid-19, we are about to advance into activities that will further us in achieving our objectives. To aid us in our progress, we are looking for a committed individual to join our Board of Directors.

Duties

1. Ensuring meetings are effectively organised and minuted, including helping to plan meetings and agendas, circulating final minutes and checking that agreed actions are carried out.
2. Maintaining effective records and administration, including recording the organisations activities, assisting with annual reports, and a diary of future events and activities.
3. Upholding the legal requirements of the articles of association including checking that the quorum is present.
4. Actively participate in board meetings and important related meetings. Board meetings occur 6 to 8 times a year.
5. Stay informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
6. Assisting with reviews of services, including stakeholders' interviews.
7. Set and maintain the vision, mission and values of the organisation.

8. Develop direction, strategy and planning.
9. Engage with our clients and team, and partake in the organisation's activities to better understand our ethos.

Requirements

The personal qualities we desire in our directors are:

- A can- do attitude
- A willingness to open up their heart and mind to the intentions of the company
- Build on our ideas to enable us to develop further and achieve our mission aims.
- Ideally someone with experience and knowledge in either the field of health and social care; community learning development; therapy; HR or social enterprise development. These experiences can be either professional or personal. What is important is that the person can draw on these experiences to identify needs that will support the company in taking advantage of gaps and opportunities.
- Good team player, who can also show initiative on their own.

How to apply

If you would like to apply for this role, please contact us on info@uppertunity.co.uk to obtain an application form. Please provide us with a brief summary of why you would like to join and what skills you can bring.

We look forward to hearing from you.

Danielle Gaffney du Plooy

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