



## Secretary Volunteer Trustee Role Description

### Description of Activity:

The Lincolnshire Chalk Streams Trust (LCST) is a Charitable Incorporated Organisation established in 2020. We are a charity with a Board of Trustees working to;

1. To promote for the benefit of the public the recovery, conservation, protection and improvement of the physical and natural environment by promoting the biological diversity of the chalk streams, blow wells and related features in Lincolnshire focussed around the Lincolnshire Wolds, North Lincolnshire and North East Lincolnshire; and
2. To advance the education of the public in the recovery, conservation, protection and improvement of the physical and natural environment of chalk streams, blow wells and related features

We are looking to expand our current Board of Trustees' knowledge and skill set and in particular we need someone that could fulfil the role of Secretary of the Trust.

### Role Description:

As Secretary your role is to support the Chair by ensuring the Board of Trustees functions smoothly. You will liaise with the Chair, and other members of the committee, to plan, arrange and produce agendas and supporting papers for Trustee and AGM meetings and for drafting the subsequent minutes.

### Key responsibilities:

- Arranging and administrating Trustee meetings in accordance with the governing document.
- Supporting the Trustees in fulfilling their duties and responsibilities
- Being an initial point of contact for stakeholders and interested parties.
- Acting as a counter signatory on charity cheques (including any electronic transactions) and any applications for funds.
- General administrative support to the Chair as and when the need arises.
- Acting as co-ordinator for all policy updates and reviews.

### Location:

The Lincolnshire Chalk Streams Trust head office is based in the attractive market town of Louth kindly hosted by the Lincolnshire Wolds Countryside Service office who manage the Lincolnshire Wolds Area of Outstanding Natural Beauty. Meetings are mostly held remotely.

Our work complements that of the Lincolnshire Chalk Streams Project.

**Responsible Officer / Supervisor / Contact:**

Lincolnshire Chalk Streams Trust  
Navigation Warehouse  
Riverhead Road  
Louth  
LN11 0DA

[info@lincolnshirechalkstreamstrust.org.uk](mailto:info@lincolnshirechalkstreamstrust.org.uk)

**Timescale:**

The Lincolnshire Chalk Streams Trust will hold its next meeting on 7 November 2023 at 2pm and it is hoped to elect a new Secretary at the meeting.

**Main tasks and responsibilities:****Key responsibilities:**

- To ensure that Board meetings are properly administered
- To monitor communications and enquiries and direct them appropriately

**Duties and tasks to fulfil the key responsibilities:**

- Plan and prepare the committee meetings and the AGM with others as appropriate
- Plan meeting dates, booking rooms, sending out notifications, minutes and other papers
- Draw up agendas in consultation with the Chair
- Minute committee meetings or ensure that another minute taker is available
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Maintain a check of the LCST email account and ensure correspondence is dealt with in a timely manner
- Make arrangements for any necessary reporting to be done. For example the annual report to members.

**To assist the other Trustees:**

- ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised and safeguarded
- to act in the best interests of the charity in respect of decisions made as a Trustee, never in the interests of yourself or another organisation

**Skills and experience required:****Essential:**

- Organisational skills
- Good written and verbal communication skills

**Desirable:**

- Previous experience of working with a Board of Trustees
- Previous experience of working with collaborative partnerships
- Previous experience of providing a Secretariat role