

THE BRONTE

Job Title: Secretary Trustee Voluntary Position (Unpaid) This is a voluntary non remunerated appointment to the Board of Trustees of the Bronte Youth & Community Centre.

Information on The Bronte:

We've been fighting for this community since 1973. Turns out we've only just started...

Following a major capital refurbishment, we are in an exciting time of development along with the many challenges charities like ours are facing.

Due to a planned retirement on the Board of Trustees, we are looking for someone to join us as Secretary Trustee.

We've always believed community is one of the most important things on earth, and this life-changing investment is going to help The Bronte become the busy, buzzing community hub that local people deserve. It's going to be a place to meet, eat, learn, earn, work, play and build for tomorrow.

We have created a 'can-do' culture, which is highly entrepreneurial, low on bureaucracy and non-corporate. It's also tremendous fun. We have something rather special here. We can look back on fifty years of tenacity and survival.

If you feel you can help us to be strong for the next 50 years, read on... and check out <http://thebronte.org/>

Secretary Role Summary

The role of the Secretary is vital in assisting the Chair and committee to organise the smooth running of the Trustee meetings. The secretary will be required to check that members have carried out tasks agreed at the previous meeting and distribute minutes in a timely manner.

In addition to the general responsibilities of being a trustee, duties of the Secretary include the following:

- Preparing agendas in consultation with the Chair, and sending notices of all meetings to members in a timely manner
- Planning for Trustee meetings – booking rooms, arranging refreshments, ensuring access for all attending (with support of our administration team)
- Checking that members have carried out tasks as agreed at the previous meeting
- Participating in meetings
- Ensuring that the minutes of the previous meeting are accurate and agreed
- Reviewing draft minutes produced by admin staff - noting the names of those attending and apologies, major decisions, any votes taken and agreed further actions
- Distributing draft minutes to all trustees in a timely manner
- Managing correspondence
- Managing updates and background information required by the board of trustees

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- Other similar administrative responsibilities as required
- Ensuring up to date records are held with both the Charity Commission and Companies House
- Keeping abreast of new and emerging future Charities Commission and Companies House requirements
- Creating and maintaining a calendar of key dates (e.g. filing of accounts and annual reports; pay reviews; AGM & regular meetings; policy reviews etc.)
- Recording and highlighting any potential conflicts of interest
- Ensuring the operation of the charity is in line with our governance documents, legal requirements and charity commission guidance (& highlighting any deviations)
- Advising the Trustee Board on policy questions and assisting in the preparation and review of policies.

Experience required

- General Admin / Office Support including minute taking
- Organised, with strong communication and interpersonal skills
- Ability to exercise discretion and confidentiality
- Experience of working with committee procedures is desirable
- Understanding of the legal responsibilities and liabilities of trustees is preferred
- Knowledge of / interest youth and community services is not essential but would be preferred.
- Commitment and willingness to learn and to devote time and effort to the role

General Responsibilities of a Trustee

In addition to the responsibilities already outlined, the Secretary, as a trustee, has the following general responsibilities:

- Ensuring that the organisation pursues its stated objectives, by developing and agreeing to a long-term strategy
- Ensuring that the organisation complies with charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objectives (i.e. the charity must not spend money on activities that are not included in its own objectives, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- · Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

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- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the charity staff
- Safeguard the good name and values of the organisation
- Declare any conflict of interest while carrying out the duties of a trustee
- Be collectively responsible for the actions of the organisation and other trustees
- Ensure the financial stability of the organisation and the proper investment of the organisation's funds
- Attend meetings and read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- Keep informed about the activities of the organisation and wider issues which affect it

In addition to the duties of all trustees, each trustee should use any specific skills, knowledge or experience they must help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Secretary/Trustee overall Time Consideration

In addition to attending committee meetings, the role will require approximately 1-2 days per month.

Background info on the role of a Trustee: Please click on this link and read The Essential Trustee: this tells you what you need to know and what you need to do as a Trustee. You should make sure that you are clear and happy with the role before applying.

Information on the current Board

The Bronte has been delivering Youth and Community services in the same location of St Andrews, in the heart of Liverpool City Centre for the last 50 years. We operate from the original location of The Bronte, built in 1972, right in the city centre, surrounded by residential homes, social housing, student accommodation, university buildings and commercial businesses. Our centre is the main focal point of the community, a small oasis in a concrete city, a beacon of hope and respite.

In the 1970's the Bronte was established as a charitable trust by the Moores family (Littlewoods) which continued in existence until June 2009 when it transferred its net assets to a company limited by guarantee: Bronte Youth & Community Centre (Company No: 06956531: Registered Charity No: 1131577).

The Bronte was originally set up to benefit the residents of the St Andrews area: the Charity Commission have recently agreed that the area of benefit is extended to the Merseyside region and the Bronte's Memorandum and Articles of Association have accordingly been amended to include this change. The area of benefit was expanded in connection with a successful grant bid to the Youth Investment Fund in connection with the renovation of the Bronte's premises at Trowbridge Street, Liverpool L3 5NB.

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Currently there are eight director/trustees. It is encouraging that four of the current director/trustees all have close connections with the St Andrews area: all four grew up in St Andrews and used the Bronte when they were children/young adults with one of the trustees continuing to reside in the St Andrews area. The Board currently comprises 6 males and 2 female Trustee. Its ethnic makeup is predominantly white. To meet the needs of the new wider community, the Board seeks to reflect the wider area it is now working within.

The director/ trustees conduct the affairs of the Bronte through regular bi-monthly Board Meetings assisted by quarterly sub committees – Youth & Community Committee and Finance & General Purposes Committee and ad-hoc working groups e.g. – Income Generation Working Group. All meetings while conducted in a business-like manner tend to be relaxed with decisions being reached by majority.

Trustees are required to become members of the charity and therefore must reside within the Merseyside area.

Next Steps:

We would welcome you to register your interest through our email hello@thebronte.org. This will remain open until the end of Aug.

During September we hope to hold some informal meet and greet sessions as an opportunity for you to see our Centre and meet other Trustees, staff and young people, and give you the opportunity to ask any questions that you may have.

When you email, please mark for the attention of Paul Kurthausen and we will get back to you to confirm arrangements for the next steps.



Thank you for reading this and we do hope you wish to apply for the role of Secretary/Trustee.