

Volunteer Clerk to the Trustees - Role Description

Resource, the organization who have been helping the Jewish community into employment for over 25 years, is looking for a pro-active and enthusiastic Clerk to assist the Board of Trustees.

Overview of the role

The Clerk to the Resource Board of Trustees will perform the duties of secretary and manage the organisation of the Board including:

- Take minutes at Trustee meetings (usually on a Friday morning from 9.30 - 11.30 once every 2-3 months)
- Type up the minutes and send them to the Chair of Trustees for approval
- Co-ordinating Board meeting and Away Day meetings

Time Commitment

The Resource Board are scheduled to meet 6 times a year, usually on a Friday morning. The Clerk is expected to attend all meetings and spend up to half a day following each meeting typing up the minutes.

Essential requirements:

- A willingness and capability to allocate sufficient time, on a flexible basis, to carry out effectively the duties and responsibilities of the post
- High level of administrative and organisational skills
- Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels
- Ability to keep confidentiality and work with discretion at all times

Desirable requirements:

- Experience of working for/supporting the secretariat functions of a charity
- Detailed knowledge of governance and compliance requirements affecting a charity
- A good understanding of relevant legislation/guidance affecting the governance and compliance aspects of a charity

Why Volunteer for Resource?

We received a **100% Satisfaction Rating** from JVN Survey

All of our volunteers:

- Have the satisfaction of helping change people's lives: we have helped over 12,000 people into work
- Are part of a professional and highly motivated team
- Receive regular invitations to team building, training and social events

"Most of the time I do not feel I am "volunteering" but actually employed to perform a highly worthwhile and positive job."

**Resource has been helping our community since the early 1990's.
Be part of our future into the 2020's**