

Secretary & Trustee: role description

- **Location:** home based
- **Expected hours:** 4-6 hours per month – flexible working
- **Remuneration:** out-of-pocket expenses incurred in line with doing the role

Overview

We are seeking a confident volunteer Secretary to join our Board of Trustees. The ideal candidate will be happy to work independently and will possess the skills necessary to provide a quality, reliable secretariat to support the smooth running of the charity.

The Secretary will support the Board and BPA team in administrative processes to comply with legal responsibilities as a Registered Charity. The Secretary will work with all members of the team to ensure that there is a transparent and clear administrative process. Experience in the charity field is desirable but not essential.

About the charity

The British Porphyria Association is a UK charity that is committed to advocating for, supporting and educating porphyria patients, relatives and medical professionals, so as to improve the quality of life for those living with the different types of porphyria. We promote disease awareness and the advancement of research into new therapies.

The porphyrias are a group of rare, mainly genetic, conditions that have life-limiting and sometimes life-threatening impacts on a patient's life. Patients often experience exceptionally negative effects on their physical health, family and social relationships, financial stability and psychological and emotional wellbeing. By providing families with the tools and resources to be informed about their condition, we can help to improve the lives of those affected.

Time commitment

It is expected that the work will take approximately 4-6 hours per month, but this may vary, dependent on workload at the time.

As part of the hours, it is expected that a BPA Secretary will attend the majority of online meetings (usually 9-10 virtual meetings per year – held in the evening) and the AGM (may be virtual or face-to-face) to keep up to date with current developments. This means devoting the necessary time and effort to prepare for meetings where necessary.

Responsibilities

- Coordinate Trustee Meetings, BPA Team meetings and the AGM (around 12 meetings per year – usually evenings), eg schedule dates, and circulate agendas, notices and minutes
- Attend meetings and take minutes that capture decisions made
- Ensure transparent and accurate reports are kept, in conjunction with the Trustee Board and BPA Team
- Organise and keep a record of correspondence

Charity No 1089609

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- Coordinate the circulation of relevant documents
- Provide information to support decision-making

Essential personal criteria

- Good communication skills and experience of team working
- An ability to maintain confidentiality and safeguard sensitive information
- A self-driven and motivated personality
- A commitment to the aims of the BPA and the BPA's policies and procedures

Essential skills

- Proficiency in O365 packages and an ability to use email and IT efficiently.
- Organisational skills: ability to manage administrative tasks and prioritise accordingly
- Attention to detail: ability to create and manage accurate records

Desirable skills/experience

- An understanding of charity governance
- Adaptability: willingness and ability to adapt to new technologies and processes

BPA RESPONSIBILITIES

All those involved with the BPA, whether paid or unpaid, have the following responsibilities:

1. To maintain professional conduct and represent the BPA and its agreed position in an appropriate manner.
2. To familiarise themselves and comply with the BPA's policies, procedures and standards (available on www.porphyria.org.uk).
3. To adhere to the high standards of the BPA at all times to members, patients, carers and medical professionals.

The Committee and Trustee Board have further collective responsibilities:

4. To ensure that the aims and objectives of the charity are fulfilled to the best potential and that the charity operates efficiently and according to the constitution.
5. To be aware of and act in accordance with current charity legislation.
6. To do their best to ensure the financial stability of the charity.
7. To ensure funds raised are used effectively, efficiently and in a transparent manner.
8. To be responsible for the overall management and organisation of the BPA, such as appointing a Chair, a Secretary and a Treasurer, coordinating meetings and preparing agendas and minutes.
9. To maintain an accurate and effective member database, ensuring all necessary paperwork is securely retained and kept up to date.

10. To work with the established medical professionals in the field of porphyria to maintain strong professional relationships and keep the BPA up to date with the latest research and best practices.
11. To ensure that committee working on behalf of the BPA are carefully chosen so as to always have appropriate skill sets available to fulfil the charity aims and objectives.

Being a Trustee

As Secretary to the Charity, you will also become a Trustee. Trustees are expected to understand and accept the legal duties, responsibilities and liabilities of trusteeship and understand their role as a Trustee.

You cannot become a Trustee if you:

- *Are under 18 years of age.*
- *Are disqualified under Sections 178 and 180 of the Charities Act 2011, because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception.*
- *Have previously been removed from trusteeship of a charity by the court or charity commissioners or is under a disqualification order under the Company Directors Disqualification Act.*
- *Are a paid member of staff.*

How to apply

Applications must be made via Liz Gill, Co-CEO on liz.gill@porphyria.org.uk and copy to helpline@porphyria.org.uk. Please provide your CV, along with a covering letter stating why you wish to be involved with the organisation, and demonstrating how your skills meet the essential criteria and would add value to the Trustee Board.