



Secretary Role Description

Role Summary

The main role of a Bike for Good trustee is to believe in our vision:

“An environment where everyone benefits from cycling” whether you ride a bike or not! We need trustees to spread their love of for a better world in a fun and positive way.

The stricter role of charity trustees is to oversee the Governance of the charity. They are responsible for the general control and management of the charity, ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. We'll help you with that.

A secretary is a trustee with a specific role on the board

All expenses are paid for and we expect a time commitment from about 5 to 10hrs hours per month.

1. Required skills:

We are looking for a volunteer Trustee with great organisational skills and with an eye for detail, able to be discreet and keep all items discussed at board meetings confidential.

We need a set of diverse candidates, some with Board experience, some not; some with social enterprise experience, some not; some cycle, some don't.

If you do have environmental values and share our [vision](#) please apply.

2. Main Responsibilities of the Trustee Secretary

Charity trustees are part of the governing body of the charity. Being a charity trustee gives you an opportunity to use your skills, experience and knowledge for the benefit of charity and can also offer you ways to develop new skills.

The duties and responsibilities of charity trustees can be summarised into 4 key areas: Ensuring compliance, Duty of prudence, Duty of care.

A secretary has specific duties:

- With the Chair and the CEO, agreeing on future board meeting dates and where necessary sending out doodle polls, agreeing the best date and issuing a reminder
- Taking board and governance meeting minutes and sending them around the board promptly after meeting and take minutes of confidential sections of meetings where employees are not present.
- To maintain and administer board related documentation
- To ensure that additional meetings such as the Annual General Meeting and subgroup meetings have been scheduled and that the appropriate lead on board Sub Groups have filed papers and minutes.

2. Expenses

Trustees cannot receive a direct or indirect benefit from a charity unless authorised by the charity's governing document, legislation or OSCR. The key principle behind trusteeship is that it is an unpaid role for the benefit of the charity and society at large. However, trustees are entitled to claim expenses associated with their role as trustees such as travel expenses associated with trustee business.

3. Time Commitment

- The Board meets 6 times a year, usually in Glasgow, 2 hours meeting followed by social time (drinks or food outing, or a ride) usually Wednesday 6 to 8pm
- You will also be asked to attend the bi-monthly governance subgroup Thursday 4 pm (we're happy to change dates and times if suitable)
- From time to time, the trustees should be available to attend and represent the charity at events, meetings in the day and evening times.
- Your time commitment should be between 5 and 10hrs per month.