

Lauriston Farm Trustee Role Description
Role Title: Secretary to the Board of Trustees
Salary: Voluntary role
Approximate hours per month: 10 to 12
Reporting to: Chair of the Board
<p>Purpose of role</p> <p>To carry out administrative duties for board meetings and the AGM, and to assist board members by researching information relevant to running a CCBS</p>
<p>Duties & responsibilities of role</p> <ul style="list-style-type: none"> • Board meetings <ul style="list-style-type: none"> ○ Create (in conjunction with the Chair) & distribute agendas ○ Take & distribute minutes ○ Ensure minutes are signed and filed • AGM <ul style="list-style-type: none"> ○ Manage checklist to ensure all AGM tasks are carried out ○ Inform members ○ Create (in conjunction with the Chair) & distribute agendas ○ Take & distribute minutes ○ Ensure minutes are signed and filed ○ Record attendance and apologies • Assist board members with queries relating to: <ul style="list-style-type: none"> ○ Governance and compliance with CCBS regulations ○ Relevant legislation e.g. Co-operative and Community Benefit Societies Act 2014
<p>Key working relationships</p> <ul style="list-style-type: none"> • Other board members • Society members

PERSON SPECIFICATION (Essential = E, Desirable = D)
<p>Experience, knowledge & skills</p> <ul style="list-style-type: none"> • Organised and methodical with good attention to detail (E) • Ability to take minutes (E) • Ability to research relevant information (E) • Good IT skills (including Word, Excel and Outlook) (E) • Commitment to the Lauriston Farm values of conservation and chemical free, biodynamic farming (E) • Knowledge of governance and relevant legislation for Community Benefit Societies (D) • Knowledge of providing services for adults with special needs (D) • Knowledge of some form of animal care, horticulture, gardening or conservation (D)
<p>Other</p> <ul style="list-style-type: none"> • A DBS check is required for this role