



ROLE DESCRIPTION & SPECIFICATION – Secretary to the Board of Trustees/Company Secretary

Role type: Freelance consultant – contract to provide services

Remuneration: Negotiable – please quote your normal hourly/daily rate.

Hours: 14 hours per month – flexible working. The Board of Trustees meets on Monday evenings approx. every two months.

Location: Home working via Zoom, with visits to Northpoint's offices at Leeds Bridge House, central Leeds, for meetings (post-COVID)

Accountability & reporting: The postholder will be accountable to the Board of Northpoint; the postholder will be line-managed by the Charity Director.

Main working contacts: Internal – Charity Director, SMT, Chair of Trustees.

Start-date: asap.

About Northpoint Wellbeing:

Northpoint was established in 1996, in Leeds, as a charity with a broad remit to improve mental wellbeing. The charity now operates psychological therapy and mental wellbeing services in Leeds and Calderdale, and a small amount of service provision in York and Doncaster. Details of our services can be found at www.northpoint.org.uk

Since its inception, Northpoint has grown and developed into a successful organisation working in partnership with statutory services and other voluntary sector partners to deliver the best outcomes for clients and funders. We now support over 5,000 clients annually, employing around 160 staff, with an income of £5m pa.

This is a great opportunity to become involved in a growing organisation providing services to support the mental health of children, young people, and adults in our community.

Job Description

Northpoint is a registered charity and company limited by guarantee. The charity currently has 7 trustees who are also the directors of the company. The charity is managed on a day-to-day basis by the Charity Director.

The Secretary will guide the Board in the responsible and effective conduct of its role providing where appropriate, a discreet challenging and independent voice in relation to Board deliberations and decision-making.

The Secretary will be primarily responsible for:

- providing assistance and support to the Chair of the Board of Trustees and the Charity Director, to enable the Board to meet their legal obligations and ensure compliance with legislative and regulatory requirements affecting the charity's governance



- supporting the Trustees to organise trustee recruitment, induction, and ongoing training
- acting as a link between the Board of Trustees and the Charity Director & Senior Management Team, ensuring that effective relationships are established and maintained

Specifically, the Secretary will:

- ensure that the Charity complies with its constitutions and that any amendments are made in accordance with the correct procedures
- ensure that all meetings comply with the requirements of the governing document, are quorate, supported with appropriate papers, and recorded through minutes
- liaise with the Chair and Charity Director to plan, arrange and produce agendas and supporting papers for Trustee and AGM meetings and for drafting the subsequent minutes
- accurately record decisions and actions in the minutes and report to the next Board meeting on the progress of actions and the result of decisions
- assist with administrative requirements associated with the appointment and resignation of Trustees/Directors, including statutory registers / filings and to monitor terms of office
- develop and administer Board recruitment processes, ensuring that the Board represents the communities served by the charity
- maintain and regularly monitor the Trustee 'Register of Interests'
- ensure that the Board is aware of principle risks facing the charity and has an assurance framework for rating and mitigating these risks, including maintaining and monitoring the Trustee "Risk Register"
- work with the Charity Director, SMT & the Board of Trustees to ensure that the charity has adequate reporting mechanisms in place to enable the Board to ensure the charity is fulfilling its purpose of public benefit and managing its resources responsibly
- support the preparation, approval, and presentation of Annual Reports & Accounts
- arrange & co-ordinate the Annual General Meeting
- ensure timely follow-up of decisions/actions from the Board, liaising with relevant SMT personnel where necessary
- ensure Board members are appropriately inducted, supported and developed to fulfil their obligations as Trustees
- maintain the Board's programme of business for the year ahead