

**Hon. Secretary
(with Company Secretarial duties)**

Role Description

Job Title:	Honorary Secretary (also a Director of GDA LBG)
Responsible to:	Chair
Main Purpose:	To assist the Chair in the smooth running of the Charity, particularly in the areas of governance.
Time Commitment:	Two evening meetings a month (Exec meeting & main GDA meeting) Two hours a month preparing for meetings Four hours a month of project work

Specific duties of Hon Secretary:

1. Ensure that the GDA LBG complies with its Memorandum and Articles of Association and Guernsey company law, including maintenance of minutes and the register of members.
2. Organise the Annual General Meeting and any Extraordinary General Meetings.
3. Recruit and supervise the volunteer minute taker for main GDA meetings. Take, distribute and follow up actions for Exec Committee meetings.
4. Ensure that the GDA LBG is meeting its obligations as a Guernsey employer.

General duties of a Director of GDA LBG:

5. To contribute actively to the Executive Committee in giving firm strategic direction to the organisation and evaluating performance.
6. To safeguard the good name and values of the organisation and promote its work.
7. To ensure the effective and efficient administration of the organisation.
8. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects.
9. To appoint any staff members and monitor their performance.

This role description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and the role description may be amended in consultation with the post holder.

March 15th 2013

Hon Secretary (Company Secretary)

Person Specification

Essential

1. Experience of governance within a company or charity
2. Strategic thinking
3. Organised, detailed and precise.
4. Empathy with disabled people and with the charity's aim to achieve equality for disabled people and their families.
5. Confident user of email and simple databases.

Advantageous

1. Company Secretary qualification
2. Personal or family experience of disability.
3. Experience of working/volunteering for a charity.

Background Information

GDA website is www.disabilityalliance.org.gg.

Search "Guernsey Disability" to find Facebook page.