

GDA Company Secretariat

October 2020

Background

The Guernsey Disability Alliance (GDA) is a membership organisation for more than 40 local disability charities and individual members and carers. We support our members through policy and practice guidance and providing a voice for change (We All Matter, Eh?).

Our mission is equality of opportunity for islanders with disabilities and carers in Guernsey. We want to change how Guernsey thinks about disability.

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: 2 hours for evening quarterly meetings plus

- 1-2 hours a quarter preparing for meetings
- 1-2 hours a month of project work

Specific duties:

- Ensure that the GDA LBG complies with its Memorandum and Articles of Association and Guernsey company law.
- Responsibility for the general administration of the charity and providing guidance to the Executive Board on aspects of governance best practice and compliance
- Responsibility for preparing and delivering statutory communications to the Guernsey Registry and to members, as required. The ideal candidate will therefore have a good working knowledge of Guernsey's company law regime, particularly in respect of companies limited by guarantee.
- Maintains the GDA agenda, organises, attends and prepares minutes for meetings of the Executive Board and annual general meetings of members.
- Follows up actions for Executive meetings.
- In addition, the Secretariat maintains the formal registers, books and records of the charity
- Additional duties will include supporting the drafting of internal policies and as otherwise required in supporting the Executive in furthering the objectives of the charity
- Ensure that the GDA LBG is meeting its obligations as a Guernsey employer.

General duties of a Director of GDA LBG:

1. To contribute actively to the Executive Committee in giving strategic direction to the Chair and staff (Currently two part time staff).
2. To safeguard the good name and values of the organisation and promote its work.
3. To ensure the effective and efficient administration of the organisation.
4. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects.
5. 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

Company Secretariat Person Specification

Essential

- Good working knowledge of Guernsey's company law regime, particularly in respect of companies limited by guarantee.
- Organised, detailed and precise
- Empathy with disabled people and with the charity's aim to achieve equality for disabled people and their families

Advantageous

- Personal or family experience of disability.
- Experience of working/volunteering for a charity

Contact

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Background Information

Website: www.GDA.org.gg

Facebook: www.facebook.com/GuernseyDisabilityAlliance

Twitter: @GDA_Disability @matter.gg