

GMDT Trustee role: Charity Secretary



What will you do?

- ensure that all meetings are held and conducted according to the articles of association
- ensure that all necessary documentation is sent to Companies House and the Charity Commission within the deadlines set.
- ensure that trustees are correctly appointed according to the law and the articles.
- ensure that meetings are properly organised and meet the numbers required in the governing documents
- ensure that any decisions at general meetings, including changes to the articles, are made in accordance with legal requirements.
- provide trustees with additional information to facilitate decision making, especially in regard to their powers and duties under the articles.
- provide the board with guidance about charity and company law and the provisions of the articles and any associated regulations or documents.
- ensure that insurance requirements are fulfilled
- develop and implement a periodic 'legal health check', to monitor employment procedures, audit the articles, review property leases and so on
- ensure compliance under contractual arrangements and company and charity law
- ensure that stationery, orders, invoices and other documents include all details required under company, charity, tax and other appropriate laws.



What's in it for you?

- make a positive impact for people in Morpeth and its outlying areas by ensuring the Charity is sustainable and meeting the needs of the community
- meet people and build relationships with trustees, staff and other volunteers
- build on your governance, leadership and strategy skills



What do you need to have?

- ability to organise
- some knowledge or experience of charity and company law
- some knowledge or experience of business and committee procedures
- be able to exercise good independent judgement, particularly where the law or articles conflict with the wishes of the board



How much time do you need to give?

GMDT Trustee boards usually at most once a month between 4pm – 6:30pm, the norm is to have board meet every 2 months. We would appreciate if you can attend all board meetings and an AGM that takes place once a year.

If you are unable to attend any board meeting, advise the Secretary of any updates / issues that need discussing.

Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact details

Please contact:

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