

Volunteer opportunity to join a UK Charity Board of Trustees (Secretary)

[NECT – Nakuru Environmental and Cultural Trust \(nectuk.org\)](http://nectuk.org) (currently being revised to represent new focus for 2023-24)

NECT is a small charity and was registered with the Charity Commission in 2005. We're currently working on 3 workstreams: micro-finance, sustainability, and art & culture. We work with Mbaruk Field Studies Centre in Kenya (near Nakuru).

NECT is looking for a person to join its trustees to fulfil the role of secretary.

To discuss the role, contact the Chair: Rita Solanke rsolanke@yahoo.com

NECT TRUSTEE ROLES: SECRETARY

The secretary is one of four officer roles elected annually at a General Meeting of the charity. The officers and other committee members are the trustees of NECT.

Overall Purpose

To contribute to the efficient and effective governance of NECT by coordinating the administrative and compliance functions, ensuring NECT's compliance with statutory and regulatory requirements.

Main Responsibilities

- To monitor the compliance with various legislative and regulatory requirements affecting NECT as a charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document, reflect the objects of the charity, and continue to provide public benefit.
- To liaise with the chair (and deputy chair as appropriate) to plan and arrange meetings of the trustees, and General Meetings in accordance with NECT'S constitution, ensuring agendas and supporting papers are circulated, and minutes are subsequently drafted. To ensure that all meetings comply with the requirements of the governing document.
- To ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.

Main Duties

- a) Maintaining the register of any members, the register of trustees, the register of trustees' interests.
- b) Being familiar with the charity's governing document (NECT's constitution), and the legal responsibilities of charities under the Charities Act 2022.
- c) Filing all relevant statutory returns and information with the Charity Commission (e.g. annual returns, changes to the charity's details and/or trustees' details).
- d) Ensuring that the board of charity trustees are aware of the requirements to comply with the Charity Commission's requirements for trustees.
- e) Ensuring that decisions and actions of the board of charity trustees are accurately recorded and implemented (another person may be asked to take on the role of minute-taker).

Nakuru Environmental and Cultural Trust

- f) Tracking progress with the charity's risk register/ business plan/ strategic plan as appropriate.
- g) Keeping the trustees informed of changes to charity regulations relevant to NECT.
- h) Maintaining membership of organisations that provide support and guidance to charities, e.g. NCVO.

Reference resource for all officers/trustees: The essential trustee: what you need to know, what you need to do [CC3_feb20.pdf \(publishing.service.gov.uk\)](#)

PERSON SPECIFICATION

While there are no formal qualifications required for a secretary of a charity, the charity trustees need to satisfy themselves that the person has the skills and resources to perform the duties.

This role would suit someone interested in international development work, Global South issues including environmental, cultural and food security.

A mature student in outlook, preferably with some experience of volunteering with a charity / 3rd Sector organisation, who is prepared to develop their commitment by supporting NECT to achieve its aims and objectives.

The person would have the following skills and abilities:

- work effectively as part of a team.
- possess integrity, objectivity, accountability, honesty.
- have strong organisational and communication skills (written and spoken).
- follow up actions and give timely responses to queries.
- identify key points to take relevant and accurate notes of meetings.
- have the time and effort, as needed, to fulfill the responsibilities and duties outlined.

The person would be legally eligible to stand as a Charity Trustee in the UK.

Terms

This is a voluntary role. Relevant expenses will be reimbursed.

Meetings are currently held remotely and scheduled to take place once a month.

The person needs to be based in the UK.

We are looking to appoint someone ASAP. (The AGM takes place in the Spring when Officer posts are proposed for re-election/election.)

There will be an induction / hand over.

NECT's Objects as contained in its constitution (governing document):

The advancement of community education and capacity building primarily for the benefit of young people below the age of 30, both within the UK and Kenya, in the field of environmental conservation, community voluntary work and the cultural history, social structures and languages of the two countries and by assisting in the provision of youth exchange visits.