

## HARTLEPOOL & EAST DURHAM MIND

### **JOB DESCRIPTION**

Post Title: COMPANY SECRETARY  
Responsible to: CEO/CHAIR  
Accountable to: H&ED MIND (Registered Charity)

Hartlepool & East Durham is committed to a community, social, context based & trauma informed approach to working with individuals & groups experiencing distress & challenge. We believe in developing a full understanding of the complex causes of distress & in working in a person-centred way, collaboratively, to support practical & positive change.

### **JOB ROLE & PURPOSE**

The Charity Secretary's overall role includes secretarial duties such as organising board meetings, taking the minutes, managing correspondence, managing updates and background information required by the board of trustees, keeping records of membership, and other similar administrative responsibilities.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. TECHNICAL**

- Administrative duties in the recruitment of Trustee
- Taking Minutes of meetings
- Applying for Trustee DBS applications
- Keeping records of mandatory training
- Managing correspondence
- Arranging board meetings
- Updating the in-house conflict of interest register
- Updating records on Companies House and Charity Commission