

Faith in Action Merton Homelessness Project (FiA)

Our mission is to help and support homeless and vulnerably housed people in and around the London Borough of Merton. We operate a twice-weekly Drop-in, currently welcoming 50-60 individuals each day, while our Winter Night Shelter provides a warm, dry place to sleep every night during the coldest nights of the year – this winter from 4 December until 10 March 2024.

Our current Secretary is retiring, having completed the maximum of nine years in the role. We're now looking for an enthusiastic and committed volunteer for the role which covers the following positions:

- 1. Company secretary**
- 2. Secretary to the Trustees**

The current incumbent fulfils both roles but we would consider splitting the responsibilities if two complementary applications were received.

COMPANY SECRETARY & SECRETARY JOB DESCRIPTION

The Company Secretary & Secretary is a volunteer with an active role in the work of the organisation.

The Faith in Action Merton Homelessness Project (FIAMHP) Board of Trustees, Company Secretary & Secretary, together with senior staff, form the Management Committee of the Charity.

Company Secretary's responsibilities

The job of the FIAMertonHP Company Secretary is to keep the organisation legal by:

- Working with Trustees to ensure that the Charity complies with its Articles of Association, charity law, company law, employment law, and any other relevant legislation or regulations.
- Ensuring that the Trustees are aware of the requirement to comply with relevant codes such as the Code of Conduct for Charity Trustees and the Charities Governance Code, and that these are adhered to.
- Ensuring that the Articles of Association reflect the current work of the Charity, liaising with the Charity Commission and Companies House as appropriate if an update is needed.
- Liaison with Treasurer as needed.
- Filing annual Confirmation Statements and other Company Returns including the annual Trustees Report & Accounts with Companies House and the Charity Commission by the due dates.
- Advising Companies House and the Charity Commission of changes to Company and Charity details by the due dates – this includes Trustee appointments and resignations.
- Maintaining the statutory records.
- Monitoring the composition of the Trustee board, and liaising with the Chair and other Trustees to ensure that new Trustees are recruited as necessary, so that all roles needed are covered.

- Organising new Trustee applications and interviews, and obtaining references.
- Organising and running the Annual General Meeting, and any other General Meetings required.
- Any other duties which may reasonably arise.

The time commitment is estimated to be around 15 hours per month.

Secretary's duties

The job of the FIAMHP Secretary is to assist the Trustees in the smooth running of the organisation by:

- Organising Management Committee meetings in consultation with the Chair and other Trustees: setting meeting dates and venues; producing meeting agendas, receiving and sending out meeting notices and papers, checking that meetings are quorate, taking meeting minutes, liaising with the Chair and other Trustees as necessary; sending out draft minutes.
- Assist with liaison between Trustees, Staff and Volunteers as needed.
- Awareness of the work of the organisation and the needs of its guests and service users.
- Ensuring that decisions and actions of the Board of Trustees are accurately recorded and implemented.
- Maintaining an appropriate and secure filing system so that all Trustee papers are retained and accessible.
- Assisting with Business Plan development and the Trustees' Annual Report as required.
- Ensuring that Policies and Risk Register are filed and accessible to all who need access.
- Tracking progress with implementation of the organisation's Business Plan.
- Ensuring that any correspondence for Trustees is brought to the attention of the Board.
- Any other duties which may reasonably arise.

Again, the time commitment is estimated to be around 15 hours per month.

Company Secretary and Secretary qualities:

The Company Secretary and Secretary must have:

- Commitment to the Charity and its work
- Understanding and acceptance of the legal duties and responsibilities of being a Company Secretary
- Willingness to devote the necessary time and effort to their duties as Company Secretary and Secretary
- Strategic vision
- Good independent judgement
- Ability to work effectively as a member of a team.

January 2024