

# **Gospel Standard Bethesda Fund**

## **Clerk to the Board of Trustees**

### **Role Description**

Salary: £9,088 per annum

Hours: Part-time 8 days a month (0.4 Full time equivalent)

Reports to: The Chairman of Trustees

Location: Mainly working from home

Probationary period 6 months

### **Background**

The Gospel Standard Bethesda Fund is an incorporated charity that runs two residential care homes and some assisted living accommodation.

The trustees and residents are bible-believing Christians whose rule of life is the Gospel, and the Board strives to respect and encourage this.

It is essential that the clerk to the Board of Trustees (the clerk) is sympathetic to these beliefs and this ethos and has a care and concern for the beneficiaries (the residents of the care homes) and their relatives.

The Board of Trustees (the Board) is accountable to the Charity Commission, Companies House, Local County Councils, the Care Quality Commission and Supporters

The clerk will be accountable to the Board working with and reporting to, the chairman of the charity and working with the General Manager and other trustees.

The clerk will assist the continuity of the Board's business and strictly observe the confidentiality of all matters discussed.

### **Overview**

The Clerk to the Board is primarily responsible for the smooth and efficient running of meetings of the Board and any other committees to which he/she is appointed. The Clerk will work closely with the Chairman of Trustees and the General Manager to provide assistance and support in fulfilling the Board's role and purpose.

The Clerk will assist the Chairman in ensuring that decisions are acted upon, and that all decisions made by the trustees are in accordance with, and reflect the objects of the Charity, and continue to provide public benefit.

### **Key responsibilities:**

Working alongside the Chairman and the General Manager to:

- Prepare agenda and minutes for meetings of the Board.
- Maintain relevant and regulatory registers.
- Ensure the smooth running of the Board.
- Ensure Bethesda complies with its governing document and all relevant legislation.

- Ensure that formal documentation is filed with appropriate bodies, as required, and to report certain changes regarding the charity.
- Co-ordinate and participate in the preparation of the annual report and accounts.
- Maintain good general relations with those involved and interested in the work of the charity
- Help trustees identify suitable development courses for themselves.

**Duties and tasks to fulfil these key responsibilities:**

**Meetings:** the clerk will:

- Work effectively with the chairman and General Manager before board meetings to prepare a purposeful agenda which takes account of the continuing care of the residents of Bethesda, the CQC, County Care Authorities and other statutory and advisory bodies.
- Encourage the General Manager and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven working days, and preferably ten days, before the meeting.
- Record the attendance of trustees at the meeting and take appropriate action re absences.
- Take notes of the Board meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the chairman, General Manager and nominated trustees for sense-checking, and amendment prior to approval by the chairman.
- Copy and circulate the approved draft to all trustees within the timescale agreed with the Board.
- Keep a minute book or file of signed minutes as an archive record. Issue a copy of the signed minutes to the Company Secretary.
- Inform those who have actions listed against them and progress these actions.
- Liaise with the chairman, prior to the next meeting, to receive an update on progress of actions agreed previously by the Board of Trustees.

**Tasks:** The clerk will:

- Maintain the Board's diary. Track key dates and events and issue reminders/prompts as required.
- Maintain a database of names, addresses, telephone numbers of Trustees and their term of office.
- Initiate a welcome pack/letter for newly appointed trustees including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated trustees.
- Advise trustees and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organized in a timely manner.
- Inform the Board of any changes to its membership.
- Maintain Board meeting attendance records.
- Ensure a register of Trustees pecuniary interests is maintained, reviewed annually and lodged.
- Check that DBS disclosure has been successfully carried out on all new appointees.

**Advice and information:** the clerk will:

- Ensure that new trustees are given access to the relevant areas of Bethesda's "SharePoint" site with their own e-mail account.
- Take action on Board's agreed policy to support new trustees, taking account of the training programme for new trustees and induction materials/courses that are available.
- Advise on the requisite contents of the annual report to supporters.
- Ensure that a catalogue of policies is in place together with a list of their review dates. Submit a list of documents to the Board 2 months before they are due to be reviewed.
- Maintain records of Board correspondence.
- Keep a register of relevant Government and other statutory documents.

### **Person Specification**

This job will suit a person of high integrity with very good organisational ability who is able to work on their own initiative.

- **Qualifications and Knowledge:**
- The applicant will:
  - Be a Proficient user of Microsoft software
  - Have the ability to write concisely and accurately. Previous experience of minute taking would be of benefit.
  - Have experience of maintaining systems and records.
  - Have knowledge of:
    - The Board's procedures\*
    - Care providers legislation, guidance and legal requirements\*
    - The respective roles and responsibilities of the Board of Trustees, the General Manager, the Home Managers.\*
    - Data protection legislation\*

\*Training will be given

- **Skills:**
  - Ability to write agendas and accurate concise minutes in a timely manner.
  - Excellent organisational skills and ability to effectively prioritise work and balance competing demands.
  - Good verbal and written skills, including ability to draft accurate and succinct emails and papers, strong attention to detail and accuracy.
  - Good interpersonal skills, tact and diplomacy

- **Behaviours:**
  - Ability to maintain absolute confidentiality.
  - Ability to build and maintain effective working relationships with colleagues across the organisation and externally e.g. the Local Authority and the CQC.
  - Ability to work without direct supervision and to prioritise own workload, to multi-task and to work to deadlines.
  - Be able to work at times convenient to the Board of Trustees.
  - Be able to attend Board meetings. Most meetings are on-line although there will be four meetings a year that may take place at a convenient location for the attendees.
  - Be available to be contacted at mutually agreed times.
  - Empathy with the vision and mission of the charity
  
- **Professional Development:** the clerk will
  - Be encouraged to attend suitable training courses to support their role.
  - Keep up to date with current legislation affecting care home providers

**We Offer:**

- A Christian working environment.
- This is a new post so the hours may need to be adjusted as the job develops. Initially it will be for the equivalent of 2 days a week (0.4 full time equivalent) although the hours may be split across several days.
- The annual salary will be £9,088. This equates to an hourly rate of £11.62.
- We offer 11 days annual leave.
- A full induction programme will be in place and additional appropriate training will be provided as necessary.