

Role Description

Post Title:	Secretary
Reports to:	Chairman of the Board of Trustees
Working Hours:	Estimated at an average of 2 hours per week, excluding meetings

Overview of the Charity

Dementia Jersey offers advice, support and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed and supported.

Purpose of post

The Secretary of the Board of Trustees holds a pivotal role in ensuring the effective governance of Dementia Jersey. The primary responsibility of the Secretary is to facilitate the orderly and efficient conduct of meetings of the Board of Trustees and any committees to which they are appointed.

The Secretary works in close collaboration with the Chairman to provide administrative and strategic support to the Board and plays a key role in overseeing the organisation's adherence to applicable legislative and regulatory frameworks. They assist the Chairman in ensuring that resolutions passed by the Board are duly implemented and that all decisions are consistent with the organisation's Constitution, aligned with its charitable objectives, and demonstrably serve the public interest.

Line Management Responsibility

There is no line management responsibility with the role.

Main duties and Responsibilities

This list is indicative rather than exhaustive and is in addition to those duties and responsibilities performed by all Trustees (see below).

Board of trustee meetings

- Facilitate the smooth operation of Dementia Jersey's formal decision-making and reporting mechanisms
- Plan and coordinate the annual cycle of Trustee and committee meetings and organise meetings as required
- Ensure that Trustee and board committee meetings, where the Secretary is appointed, are properly constituted with clear terms of reference, and are well-organised with effective information sharing throughout the meeting process

- Formulate meeting agendas with the Chairman and CEO
- Collect, organise and distribute agendas, documents or other papers for meetings
- Ensure that a quorum is present, that minutes are taken and shared with all Trustees and that the Chair signs them once approved
- Following the meeting notify relevant parties of actions they are required to take

Annual General Meeting

- Ensure that the Annual General Meeting is held in accordance with the requirements of Dementia Jersey's Constitution

Constitution

- The Secretary is expected to act in accordance with the provisions of the organisation's Constitution and the Charities (Jersey) Law 2014, as amended.
- Work with the Governance Committee to ensure that Dementia Jersey complies with its Constitution and take forward any agreed changes

Registers

- Maintain the Register of Members of the Board of Trustees and Register of Trustees' Interests and respond to appropriate requests concerning the information they contain

Governance

- Keep up to date with changes and best practices in charity governance, regularly review and improve governance procedures with the Governance Committee and offer guidance on new practices
- Facilitate the induction of Trustees into their role and provide advice and support to Trustees on their duties
- Document the resignation of Trustees
- Work with the Governance Committee to review board performance and support any follow-up development
- Together with Dementia Jersey's CEO, ensure Dementia Jersey's employer's liability, Public liability and officers and trustee insurance is in place
- Ensure standing orders, delegation schemes, and key Trustee responsibilities are regularly reviewed and followed, in collaboration with the Governance Committee

General Compliance

- Monitor and implement procedures which allow for compliance with relevant regulatory and legal requirements and report to the Trustees on any matters of non-compliance
- Hold copies of the Trustees passports for CDD purposes
- Together with the Treasurer maintain and update bank signatures and mandates, signatory lists, and CDD notifying institutions of any constitutional or key personnel changes
- Be a signatory on the Dementia Jersey bank accounts and assist the treasurer with any queries for the annual audit
- Hold all of the original constitutional files and historic signed minutes in a lockable cabinet

Duties and responsibilities performed by all Trustees:

Strategy and Leadership

- Contribute to the development, review and oversight of long-term strategies, plans and objectives that align with Dementia Jersey's mission and charitable purpose
- Actively promote the charity's work and safeguard its reputation within the community and among stakeholders
- Contribute to constructive debate regarding the strategic development of Dementia Jersey and any other significant issues facing Dementia Jersey
- Represent Dementia Jersey at external events and function when requested by the Chair
- Foster relationships with key stakeholders and leverage personal and professional networks to support fundraising efforts and raise the profile of the charity

Governance and Compliance

- Ensure adherence to Dementia Jersey's constitution, relevant charity legislation, best practice policies and any other applicable legislation and regulations
- Promote and uphold high standards of governance, ensuring the charity's resources are managed efficiently and effectively
- Ensure that financial controls and risk management systems are robust and regularly reviewed to ensure the financial stability of Dementia Jersey
- Seek professional advice when needed, especially when there may be legal or financial risks to Dementia Jersey

Board Participation

- Uphold the highest standards of confidentiality, integrity, and ethical conduct in all Board-related activities
- Attend (chair if agreeable) and actively engage in meetings of the board and its committee meetings, contributing to informed and effective decision making
- Prepare thoroughly for meetings by reviewing relevant documentation and participating in discussions with diligence and professionalism
- Participate in a board induction, any training and other evaluation either as an individual or as part of the board
- Support the Board's commitment to diversity, succession planning and regular performance evaluation
- Apply relevant expertise, experience and judgment to assist the Board in reaching sound and strategic decisions

Person specification

The ideal candidate for the role of Secretary to the Board of Trustees will possess the following qualifications, knowledge, and attributes:

- A genuine interest in dementia and strong commitment to the values and mission of Dementia Jersey
- Relevant qualification and demonstrable experience in secretarial and governance practices
- Sound understanding of the requirements of the General Data Protection Regulation (GDPR)
- Excellent organisational and administrative skills
- Familiarity with business and committee procedures
- Proven experience in accurate and timely minute-taking
- Highly developed interpersonal and communication skills with the ability to work collaboratively and contribute effectively to group discussions
- An ability to understand complex strategic issues, analyse and resolve difficult problems
- Sound, independent judgement, common sense and diplomacy
- Able to dedicate sufficient time and attention to fulfil the duties of the role and actively participate in the work of the Board and its Committees

Desirable Skills & Experience

- An understanding of dementia (although this can be attained through attending a Dementia Awareness session).

Additional Information

- Trustees are appointed for a minimum term of 3 years and may serve up to 3 consecutive terms. Extensions beyond this point may be considered if deemed to be in the best interests of Dementia Jersey.
- While the role description states an average of 24 hours per annum there will be occasions where more hours are worked in a week, for example where there are Committee meetings to attend.
- Trustees are expected to attend a minimum of two Dementia Jersey events annually to support the charity's visibility and engagement.
- Appointment to the role is subject to a satisfactory DBS check
- As part of the induction process trustees are required to complete safeguarding training and Dementia Awareness training, to enhance their understanding of dementia

Last Reviewed/Updated: October 2025