



Secretary - Voluntary

Job Purpose

We are seeking an organised and detail-oriented individual to join our community energy group as a Secretary. As the Secretary, you will play a vital role in supporting the Chairperson and Board of Directors, as well as ensuring the smooth administration and financial compliance of the organisation. This voluntary position offers an opportunity to contribute to the success of our community energy initiatives and make a meaningful impact on sustainable development.

The below are example responsibilities you might be undertaking.

Responsibilities

Annual Duties

- Help organise the annual general meeting (AGM) in accordance with the society's rules. It is usual for the AGM to take place within six months of the society's year end in order for members to receive the accounts, and for them to be filed within seven months of the society's financial year end. Usual AGM business includes:
 - Election of governing body members (usually directors) or the announcement of results if the election is held beforehand.
 - The receipt of balance sheets, accounts, the auditor's report (if any) and consideration of any reports from the governing body.
 - The setting of any member subscription.
- Arrange for society accounts to be audited (if applicable)
- Send annual return and accounts to the FCA within seven months of society's year end
- Display the society's latest balance sheet

Continual Duties

- Keep a Register of Members at the registered office
- Keep minutes to record the proceedings of all meetings
- Ensure that the number of members does not fall below three
- If membership falls below three the registrar has the power to cancel the society's registration.
- Provide each member with a free copy of the rules
- Give proper notice of all general meetings to all members and to the auditor
- Prepare and distribute meeting materials, reports, and other relevant documentation to board members in a timely manner.
- Assist in the coordination and execution of special events, workshops, and community engagement activities.



- Handle incoming and outgoing correspondence, including emails, letters, and phone calls, and ensure timely responses and appropriate follow-up actions.
- Draft and edit official communications, letters, and announcements on behalf of the organisation and the Chairperson.
- Maintain the organisation's contact database, keeping it up to date and accurate.
- Assist in managing the organisation's general email account and redirect inquiries to the appropriate individuals or teams.

Qualifications

Even if you don't feel you meet 100% of the requirements, please don't be deterred from applying - we would still love to hear why you're the right person for the role!

Essential

- Strong organisational and administrative skills, with attention to detail and ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills, with proficiency in drafting professional correspondence and meeting minutes.
- Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Strong interpersonal skills, with the ability to work effectively and collaboratively with board members, volunteers, and stakeholders.
- Reliable and responsible, with a commitment to fulfilling duties and responsibilities in a timely and efficient manner.
- Passion for sustainable development and renewable energy initiatives within the community.

Desirable

- Familiarity with financial administration processes and an understanding of financial regulations and compliance.
- Proficient in using office software and tools, such as word processing, spreadsheet, and email management applications.
- Previous experience in a secretary or administrative role.

Join our community energy group as a voluntary Secretary and contribute to the success of our organisation in promoting renewable energy and sustainable development. Together, we can create a greener and more resilient future for our community.

Terms and Conditions



Length of contract: 12 months (until next AGM)

Salary: Voluntary, expenses covered inline with our [expenses policy](#)

Hours/days: Approximately 10-15 hours per month

Place of work: Remote, with occasional face-to-face meetings in Croydon

Upon taking the position, you will be required to sign a Director's agreement including a commitment to attend monthly Board meetings and monthly wider volunteer meetings (giving reasonable notice if you cannot attend), and the agreement to log time spent on CCE activities.