

JERSEY WOMEN'S REFUGE

JOB DESCRIPTION: COMMITTEE SECRETARY

The Jersey Women's Refuge (JWR) provides a wide range of support services to women and children who are or have been experiencing domestic abuse. JWR also provides education to the wider community to help the public and professionals to understand and identify abusive behaviours.

JWR employs a 9 full time staff, 2 part-time staff and a team of volunteers. JWR operates walk-in, temporary safe accommodation which has 7 bedrooms and can hold small families as well as individual women. JWR currently provides the only safe place in Jersey for women and children suffering domestic violence and we work in coordination with a number of government and other charitable organisations to ensure the safety of our clients.

1. PURPOSE OF THE JOB

The Committee Secretary is primarily responsible for the smooth and efficient running of meetings of the Management Committee, providing support to the Chairman when required. The Committee Secretary maybe involved in monitoring the compliance with various legislative requirements affecting JWR and its activities. The Committee Secretary will assist the Chairman in ensuring that the committee decisions are acted upon and that decisions made are in accordance with the Constitution.

2. PRINCIPAL ACCOUNTABILITIES

Overall

To ensure the smooth operation of JWR's formal decision making process by:

- Ensuring committee meetings are properly organised, administered and recorded, with an effective flow of information.
- Ensuring the AGM, EGMs etc. are properly constituted and administered.
- Recording and keeping up-to-date membership records.
- Making sure that annual returns are made to regulatory bodies as appropriate and in the correct format.
- Confirming that JWR complies with its governing document.

Specifically

- Ensure that committee meetings and the AGM are run according to the constitution:
 - Ensure nominations for Committee membership are received in time and in the correct format.
 - Ensure voting procedures are followed correctly.
 - Ensuring that any required business is dealt with (such as appointment of auditors).
- Draft the meeting agenda with the Chairman.

- The collection, organisation and distribution of such information, documents or other papers for a meeting.
- Ensure that all committee meetings are minuted and that the minute books are maintained
- Action is taken on matters arising and action points are recorded and monitored.
- Ensure accurate and up-to-date membership records are maintained in accordance with the constitution.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.

Qualities

- Have a good knowledge of the JWR Constitution.
- Able to give clear advice on procedural matters.
- Be methodical, well organised, with an orderly mind.
- Bring objectivity to the proceedings.
- Deal promptly with correspondence.
- Be able to take accurate notes of meetings.
- Work well with the Chairperson.
- Have knowledge or experience of committee procedures.

Any applications should be sent to the Chairman, Jamie Broadbent at jamie.broadbent@rbsint.com together with a brief introductory letter in respect of the applicant together with a CV of any relevant experience.