Role Profile: Dons Trust Assistant Secretary

Purpose of the Role

The Dons Trust is a Community Benefit Society and the majority owner of AFC Wimbledon. The Trust is recruiting up to two Assistant Secretaries to support the Secretary in delivering the secretariat function. These are volunteer roles that form part of a small team responsible for the day-to-day governance administration of the Trust.

Assistant Secretaries are non-voting contributors to the Trust's governance. They work under the direction and mentorship of the Secretary and support the Board but are not members of it. The roles are intended to provide a development opportunity and potential stepping stone to future positions.

Terms of the role

- The successful applicant must be, or become, a member of the Dons Trust by the date of appointment and continue to be a fully paid-up member of the Dons Trust whilst holding the post.
- This role is unpaid and voluntary.
- Expected to undertake the FSA CBS Secretaries Training Course.
- Assistant Secretaries are not expected to attend every board or General Meeting, though attendance may be helpful for maintaining an overview of priorities.
- The role is subject to periodic review.

Benefits

Whilst this role is unpaid, the benefits you will gain include:

- Developing and enhancing a valuable set of governance and secretarial skills.
- Gaining insight into the operations and conduct of the Dons Trust and AFC Wimbledon.
- Making a meaningful contribution to the effectiveness of the Board and its transparency to Dons Trust members.
- Mentorship from an experienced, professional Secretary.
- A potential stepping stone to future board membership or officer positions.

Key Responsibilities

Working with the Secretary and each other, the Assistant Secretaries will be responsible for:

1. **Meeting Support**
    - Chase actions arising from Board meetings and maintain the action log.
    - Support the preparation and distribution of agendas and board papers as directed by the Secretary.
    - Assist with the collation and distribution of AGM/SGM papers and related documentation.
2. **Document and Records Management**
    - Maintain working and operational documents for the Trust (currently held in SharePoint).

- Support the Secretary in maintaining the governance document library (including Standing Orders, policies, and the Governance Calendar).
- Assist with the publication of minutes and key documents in line with the Board's ways of working.
- Assist with surveys, voting systems, website updates, social media updates, and newsletters.

3. **Governance and Compliance Support**
    - Support the Secretary in ensuring the Trust meets its constitutional and regulatory obligations.
    - Help maintain the risk register and other governance tools as directed.
4. **Communications and Administration**
    - Support the scheduling and logistics of Board and General Meetings.
    - Assist with member communications relating to governance matters (e.g. meeting notices, election announcements).
    - Undertake other administrative tasks as reasonably requested by the Secretary.

Person Specification

Essential

- Good understanding of governance principles and the structure of the Dons Trust and AFC Wimbledon.
- The ability to work both autonomously and as part of a wider secretariat team.
- Confidence with technology (the Trust uses Microsoft 365 including Teams, SharePoint, Outlook and Office) and a willingness to learn as we embrace new technologies to better deliver to members.
- Good organisational skills with accuracy and attention to detail.
- The ability to be proactive in managing workload and work with senior colleagues.
- Good communication skills, written and verbal.
- Ability to work to and commit to deadlines.
- The ability to abide by the confidentiality of Board discussions.

Desirable

- Interest in or understanding of Community Benefit Societies, co-operatives, or supporters' trusts.
- Experience in administrative, secretarial, or governance support roles.
- Interest in developing skills and experience as a pathway to future Trust Board or officer roles.