

# Secretary

Challenge Adventure Group (“CAG” for short and the operating name of CAG Trust) is a voluntary youth organisation for Knowle, Dorridge and beyond aimed at boys aged 10 and above.

As our name suggests, we provide challenging, adventurous and fun activities and the D of E Award for young people in their leisure time. Taking part in fun experiential activities enables members to develop their physical and mental skills and capacities and reach their full potential of becoming positive, active and happy citizens.

# Summary

CAG was formed in 2009 and became a charity, CAG Trust, in 2019. We are looking for an individual to ensure the smooth and efficient running of meetings and to provide assistance and support to the Chairperson and the CAG committee. This is a key Trustee position, playing a major part in supporting CAG’s day to day activities and managing it’s growth in the future.

# Description

## General responsibilities of a Trustee:

- To ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Committee's role in giving firm strategic direction to CAG, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of CAG.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of CAG and to ensure the proper investment of CAG’s funds

## In addition you will:

- Ensure the organisation's books and records are maintained and up to date.
- Ensure adequate insurance is in place.
- Work with the Chair & other Committee members to set and distribute the agenda
- Organise and attend Committee meetings, taking and distributing the minutes.

- Follow up with those attending to ensure actions in the minutes have been undertaken
- Organise and attend the AGM, taking and distributing the minutes.
- Ensure all certificates and memberships are up to date.
- Ensure adequate training of members has been made.
- Keep health and safety regulations up to date.
- Attend training courses.
- Ensure that CAG's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.

### **We are looking for a volunteer who has knowledge & experience of:**

- Record keeping, information retrieval and dissemination of Committee data / documentation to the trustees and relevant parties.
- Writing agendas and concise minutes.
- Knowledge of Charity law and the voluntary sector.
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and build and maintain good working relationships
- Excellent communication and interpersonal skills.
- A positive and 'can-do' outlook as well as a sense of humour.
- Commitment to promoting equality and diversity.
- Ability to organise time and work to deadlines.
- A car driver or have ability to travel to attend events & meetings
- The post holder must be able to provide a satisfactory Disclosure and Barring Check

## **Making a difference - what impact will the opportunity have?**

Your input is key to the day to day running of CAG as well as securing its future. As a trustee you have the chance to support and shape the work and strategic direction of CAG, and you can make a significant difference to a cause that matters to you.

## **What's in it for the volunteer?**

You would become part of our small, friendly team and you have the opportunity to use your time, skills and experience to make a real difference to CAG and the community in which we operate. Additionally we can offer you:

- The chance to be part of a charity at an exciting time in its development

- The chance to have a big impact. This role is essential to ensuring that CAG remains healthy and sustainable and able to navigate changing times and economic climates.
- The opportunity to make a difference to young people's lives through outdoor trips, activities and adventures.
- Experience of being on a board of Trustees.
- Expenses, so you are not out of pocket.

## About the location

### Where will the volunteer be working?

The volunteer will work from home will be required to attend meetings within the Solihull area.

### Travel Limit

This role is partly remote but ideally the candidate should be available for face to face Committee and other meetings.

## When will the volunteer be working?

### Volunteer availability

- Flexible to suit you
- You would need to be available to attend Committee meetings which normally take place in the evening
- Occasional weekends to attend events

### Estimate of time commitment

- 0 - 3 hours / week - the candidate will be able to offer further time as they wish

## Details

The volunteering could be long term.

## Application details

If you have any questions regarding this role please contact Izzy Jaynes on [izzy@challengeadventure.org](mailto:izzy@challengeadventure.org)

If you would like to apply for this role please send a CV and covering letter to [izzy@challengeadventure.org](mailto:izzy@challengeadventure.org) or [apply online at this link](#).

Successful applicants will require an enhanced DBS and two references.