

Bromley Experts by Experience Trustee Role Profile

Secretary

Who are Bromley Experts by Experience:

Bromley Experts by Experience (X by X Bromley) is a very small, but ambitious, Deaf and Disabled* People's Organisation (DDPO) based in Bromley. We have just over three FTE staff members (across five part-time roles, most fixed term) and a small group of volunteers.

As a Deaf and Disabled People's Organisation, **all of** our Staff, Volunteers and Trustees bring with them lived experience of disability or as a carer*. The lived experience of our staff, trustees and volunteers means that we understand first-hand the challenges and barriers to independence and inclusion local Disabled people and carers face. This helps us to engage well with local Disabled people and genuinely involve them in developing and influencing services.

Why this role is important

The Bromley Experts by Experience Secretary will play a vital role, working with the Chief Executive Officer (CEO) and Chair of Trustees. You will help the Trustee Board carry out their duties in an efficient manner, ensuring all governance documents and procedures are followed. The Secretary will ensure the smooth and efficient running of accessible trustee board meetings and will be the Trustee responsible for leading preparation, administration, and delivery of the AGM.

The Secretary will ensure the trustees recognise and complete relevant actions related to their decisions, and that all decisions made by the trustees comply with the relevant legislative and regulatory requirements the charity is subject to, are in accordance with Bromley Experts by Experience's governing documents, reflect the aims of the charity, and continue to provide benefit to our members, beneficiaries and local Deaf and Disabled people.

Working closely with the Chief Executive Officer (CEO) and Chair of Trustees, the Secretary will ensure the charity meets all its regulatory requirements, has strong governance and foundations to enable Bromley Experts by Experience to achieve as much as we can in future.

IMPORTANT: As a Deaf and Disabled People's Organisation, our governing articles require that our staff, trustees and volunteers bring with them lived experience of disability (self-identified or otherwise). You can find out how we define this at the bottom of this role profile.

Responsibilities of the Secretary

- Prepare agendas in consultation with the Chair and CEO.
- Ensure arrangements for meetings are met including hybrid arrangements and access requirements of attendees.
- Receive agenda items from other Trustees and circulate agendas and any supporting papers in good time.
- Check that quorum is present at each meeting (including hybrid attendance)
- Minute meetings, circulate draft minutes and action points to Board members.
- Ensure the Chair signs (electronic or wet) minutes once approved.
- Check Trustees have carried out action(s) agreed.
- Circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- Ensure up-to-date records are kept of Trustee Board membership.
- Ensure the board fulfils their duties and responsibilities for effective charity governance in line with Bromley Experts by Experience's policies and the requirements of the Charity Commission for England and Wales.
- Ensure X by X Bromley activities benefit its members and beneficiaries.
- Support and advocate for X by X Bromley's mission, vision and values.

What we ask of you

- The Secretary should expect to serve for a minimum of 12 months.
- The Secretary is required to attend scheduled meetings with some ad hoc meetings where necessary.
- It is anticipated that the time commitment will be an approximate average 2.5 hours per week. This will mainly comprise of:
 - Board meeting attendance (plus preparation and minutes) every 8 weeks.
 - AGM attendance (plus preparation and minutes)
 - Supporting our annual Disability Pride event.
 - Occasional scheduled meetings with senior staff and/or Chair.
- As we are a very small charity, there could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise), or where additional support would be appreciated (e.g. attending events, meeting members at project days).

Key Skills and Qualities

- Lived Experience of disability (Can be self-identified, see below for definition)
- A belief that Disabled people can and should be actively welcomed and included in our communities. An understanding that it is barriers in society that make that harder. This is called the Social Model of Disability.
- Strong organisational skills.
- Experience of how Trustee Boards operate and of effective charity governance
- An understanding of how to make meetings accessible.
- Experience of minute-taking and strong record keeping skills.
- Accuracy and efficiency with an eye for detail.
- Good interpersonal and communication skills, communicating in a way that is accessible to you.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.
- An effective team worker, contributing an independent perspective.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship, the Secretary role, and the financial aspects of running a charity.
- A genuine interest in local communities and people.
- Commitment to Bromley Experts by Experience's aims, objectives and values.

The Secretary must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as a trustee of a voluntary organisation is an advantage.

The Secretary will require a DBS Check to be completed.

Who Do We Mean by Disabled People?

* We follow the Social Model of Disability and our definition of Disabled person includes anyone who faces barriers in society, including:

- People with physical impairment.
- People with visual impairment.
- Deaf people.
- People with hearing impairment.
- People who are neurodivergent.
- People with learning difficulties/disabilities.
- People who experience mental health conditions/mental distress.
- People with long-term health conditions.