



TRUSTEE ROLE DESCRIPTION

Role: Deen City Farm Trustee (Secretary)

COMMITMENT	The Board meets every other month, and Trustees would additionally be expected to spend a day, roughly every 3 months volunteering onsite or attending events and supporting fundraising activities. In addition, there will be approximately 2.5 hours every month of time dedicated to administration of the secretary duties.
REPORTS TO	Chair of the Board of Trustees

ABOUT DEEN CITY FARM

Deen City Farm and Riding School is an urban farm with an educational focus in the heart of the London Borough of Merton. With over 158,000 visitors a year, our five-acre site includes a farmyard, gardens, riding school, shop, café and small playground. As well as welcoming visitors who want to meet the animals and enjoy the setting, we also work with local schools and community groups to fulfil our charitable aim of improving the lives of everyone in the community. Volunteering is at the heart of the farm and we also provide a work experience programme.

Deen City Farm is a limited company as well as a registered charity.

OVERALL PURPOSE

The board of trustees are jointly and severally responsible for the overall governance and strategic direction of the Farm, it's financial health, probity of its activities, developing the organisation's aims, objectives and goals in accordance with the governing document and legal and regulatory guidelines.

The role of the Secretary is vital in assisting the Chair and committee to organise the smooth running of the Trustee meetings. The secretary will be required to check that members have carried out tasks agreed at the previous meeting and distribute minutes in a timely manner.

All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. For example, all trustees should be able to read the financial accounts.

THE ROLE

In addition to the general responsibilities of being a trustee, duties of the Secretary include the following:

- Preparing agendas in consultation with the Chair, and sending notices of all meetings to members and any supporting papers in good time
- Checking that members have carried out tasks as agreed at the previous meeting
- Ensuring that the minutes of the previous meeting are accurate, agreed and signed by the Chair
- Taking and producing minutes of the meeting, attendance, major decisions, votes taken and agreed actions
- Distributing minutes to all trustees in a timely manner
- Ensure all necessary documentation is sent to Companies House and the Charity Commission

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within the deadlines set (e.g. registering new Trustees and removing resigned Trustees).

- Creating and maintaining a calendar of key dates (e.g. filing of accounts and annual reports; pay reviews; AGM & regular meetings; etc)

Recording and highlighting any potential conflicts of interest

General Responsibilities

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment and ongoing training to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.
- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to the charitable objects.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its public benefit and recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the General Manager and, where applicable, other members of the senior management team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds.
- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Statutory/legal Duties

- Duty of trust;
- Duty to comply with the charity's governing document;

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- Duty to act in the best interests of the charity, present and future beneficiaries;
- Duty to avoid conflicts of interest;
- Duty to safeguard assets;
- Duty not to benefit from their position;
- Duty of care;
- Duty to act personally;
- Duty to act collectively; and
- Duty to keep accounts.

PERSONAL SPECIFICATION

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- General Admin / Office Support including minute taking
- Organised, with strong communication and interpersonal skills
- Ability to exercise discretion and confidentiality
- Experience of working with committee procedures is desirable
- Good independent judgment
- Strong communication
- Friendly and approachable
- Knowledge of and interest in animals and community farms is desirable.
- Candidates who are local are desirable, but it is essential that you are able to travel to the farm for meetings, events and the odd day of volunteering.
- **We are particularly looking to recruit trustees who have animal welfare, fundraising or grant application experience/knowledge.**

HOW TO REGISTER INTEREST/APPLY

For more information on being a trustee or to apply please contact, Chair of Trustees, on chair@deencityfarm.co.uk

For a tour of the farm or information on our work please contact General Manager, on manager@deencityfarm.co.uk