



## **Secretary Job Description**

### **About The Anglo Central American Society**

The Anglo-Central American Society (ACAS) is a UK registered charity that seeks to promote and raise awareness about the Central American region in the United Kingdom and raises money for NGOs in Central America for the benefit of children, the disabled or the elderly.

The Society was established in 1982 as the Anglo-Costa Rican Society. In 1988, as the result of closer links between the countries of the region, the Society decided to extend its aims to include all Central American countries, with Guatemala, El Salvador, Honduras, Nicaragua joining that year. Panama joined in 1991, Belize was included in 2000 and the Dominican Republic was added in 2012.

The ACAS Board of Trustees is currently made up of seven volunteers with close ties to the region who, from their experiences of living, travelling and working in Central America, are passionate about supporting charitable work in the region and sharing Central American culture, traditions and history with people in the UK.

### **Duties and Responsibilities**

#### **Summary**

- To ensure that Committee meetings and other governance meetings, such as the AGM, are properly administered
- To ensure the administrative responsibilities of the organization are conducted within legal requirements
- To bring new ideas, expertise and a fresh perspective to the Board of Trustees
- To support the governance of the Society ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up, as a joint responsibility with the other Board members
- To decide jointly on the allocation of grants to appropriate organisations and to take steps to ensure grants are spent in accordance with what was approved by ACAS

#### **Job description**

- Take the lead in planning and preparing the committee meetings and the AGM with others as appropriate
  - Confirm meeting dates and availability of the meeting rooms with the relevant embassy, send out notifications to the committee, confirm committee members' attendance, make note of any apologies received and distribute past minutes and other relevant papers
  - Draw up agendas together with the Chair
- Attend committee meetings (held in London) and accurately record decisions and actions in the minutes. In the event that you cannot attend a meeting, ensure that another minute taker is available
- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the Treasurer
- Manage the ACAS email inbox, deal with correspondence, summarising emails received at the next committee meetings and drafting replies as appropriate.
- To contribute actively to the role of the Board in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance
- Use any specific knowledge or experience to help the Board reach sound decisions
- To represent the organisation at events and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a trustee
- To abide by the equal opportunities policy
- To make sure the organisation and its Trustees are properly insured against all reasonable liabilities

- To participate in other tasks as they arise from time to time, such as supporting event planning and logistics or helping with fundraising
- In collaboration with the other members of the board:
  - To ensure that ACAS complies with its governing document, charity law, and other relevant legislation or regulations
  - To ensure that ACAS pursues its objectives as defined in its governing document and applies its resources solely in pursuance of its objectives
  - To ensure the effective and efficient administration of the organisation
  - To ensure the financial stability of the organisation and appropriate investment of the organisation's funds
  - To be collectively responsible for the actions of the organisation and its trustees

## **Person Specification**

### **Essential**

- Strong organisation and administration skills and relevant skills to effectively co-ordinate meetings
- Strong verbal and written communication skills, and to be able to take good minutes
- An ability to keep accurate records
- Knowledge about Central America and a passion for the region, obtained either by travelling, living or working in the region
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good, independent judgment
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team

### **Desirable**

- Knowledge of Spanish
- Links with Central American communities in the UK

### **Salary & Benefits**

- This is a voluntary position, however, some of the benefits of this role include: experience at trustee level, networking opportunities with Central American Ambassadors and the Central American communities in London, gaining insights into the region, and making a difference to the lives of vulnerable populations in Central America.

### **Time Commitment**

- How much time you dedicate to ACAS is flexible, but you will be required to commit to a minimum of two days every month. In addition, there are between six and eight Board meetings and two to three events a year. Trustees are appointed for one year, renewable at the AGM by approbation of the meeting.

### **How to apply**

To apply please send a CV and covering letter (maximum 1 page) to [anglocasociety@gmail.com](mailto:anglocasociety@gmail.com) stating why you would like to be a trustee of the Anglo Central American Society and what skills and experience you would bring to the role.

Deadline for applications: before the end of the day on **Sunday 25<sup>th</sup> June**