



Sinai Park House
Shobnall Road
Burton-on-Trent
Staffordshire
DE13 0QJ

Trustee Role Description

Role Title: Secretary

Accountable To: The Sinai Park House Trust Board of Directors

Background

Sinai House is Burton's oldest surviving building, dating to the 1300s. It's the last remaining part of Burton Abbey and the biggest, most influential monastic order in Medieval Britain; a Grade 2* listed building surrounded by a scheduled moat which puts it into the top 7% in the country for its historical and architectural significance.

Sinai Park House Trust has secured over £50,000 from The National Lottery Heritage Fund. Being on the "heritage at risk" register for 24 years, it is vital that restorative works begin soon whilst there is still a chance of physical repair.

We aim to restore the derelict parts of the building and create a wellbeing and education centre which will welcome guests and visitors alike to benefit from the tranquillity, biodiversity and antiquity of the site.

Overall

- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up-to-date (unless there is a membership secretary as well).
- Monitor committee member action points.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
 - Drawing up agendas together with the Chair.
- Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.

- Maintain accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the Treasurer.
- Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.
- Make arrangements for any necessary reporting to be done. For example the annual report to members.
- Liaise with the Project Manager
- Submit, in collaboration with the Treasurer, annual returns to Companies House and the Charity Commission.
- Submit accounts and Chairman's Report to Charity Commission annually in November.

Qualities

- Organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Has the relevant skills to organise a meeting well.

Hours:

Approx. 6 hrs per month

For more info contact Laura on laura@sinaiparkhouse.co.uk or call 07966 208301