



Secretary / Trustee (unpaid)

Loose Ends Newbury is a well-established drop-in centre providing hot meals for those in our community who would otherwise go without a hot meal. We welcome people who are homeless, lonely or vulnerable as well as those who are simply struggling to make ends meet. We also help families by operating an afternoon session once a week for parents/carers and their children.

We are run solely by volunteers and we are looking for a new Secretary who would also join us as a Trustee. The Secretary will work alongside our proactive Trustees who, together with the Operations Committee, ensure the smooth running of Loose Ends in line with its objectives. This is a rewarding role and is key to helping Loose Ends carry out our work helping those in need in our community. Depending on the interests and experience of our new Secretary this is a flexible role but below is a summary of the core responsibilities.

The responsibilities and tasks of the Secretary/Trustee include:

- Administration of Trustee meetings, Operations meetings and AGM including minute taking and communicating with volunteers as required.
- Maintaining effective administration and accurate records.
- Upholding the legal requirements of governing documents, charity law, etc.
- Communication and correspondence with members and with legal bodies as required.
- Acting as custodian of the organisation's governing documents and ensuring that all records (including policies, procedures, handbooks etc.) are kept up to date and stored centrally.
- Generally to take make a positive contribution to Loose Ends and be an active Trustee.

There are currently six Trustees and our meetings are friendly and fairly informal. They generally take place once a month and take approx. 90mins. Operations meetings generally take place once a month and take approx. 60mins. While we aim for in person meetings at our premises in the **Club House at Newbury Cricket Club** we do also have on- line meetings or hybrid meetings as necessary to allow flexibility for those attending.

If you are interested in becoming our new Secretary and want to find out more please contact:

Alison Martin

Email: recruitment@looseendsnewbury.org

Loose Ends Newbury
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Registered Charity no. 1189240

