

# Secretary role description

## Duties and expectations

The duties and expectations of a CRCC trustee include:

- To ensure CRCC complies with its governing document (i.e. our constitution), charity law and any other relevant legislation and regulations.
- To ensure CRCC pursues its objects as set out in its governing document and applies its resources exclusively in the pursuance of these objects.
- To contribute actively to the Trustee Board's role in giving robust strategic direction to CRCC, setting overall policy, formulating and reviewing the vision, values, goals, targets and the long-term strategy of the charity.
- To safeguard the good name and values of CRCC.
- To ensure the financial stability and accountability of CRCC.
- To protect and manage the funds and property of CRCC, including investments.
- To ensure the effective and efficient administration of CRCC, delegating responsibilities to staff and volunteers where appropriate.
- To appoint the charity's Director and monitor her performance.
- Adhering to CRCC's Trustee Code of Conduct and policies.
- To attend at least six Management Committee meetings per year, or provide sufficient reason and send advance apologies unable to attend, and to take a professional approach to preparation for these meetings and follow-up actions, in such a way that you can contribute appropriately and effectively.
- Attend other such meetings as are called for specific purpose (e.g. sub-groups) and provide sufficient reason and apologies if unable to attend.
- To use any specific skills, knowledge or experience to help the Trustee Board to make sound decisions in the best interest of the charity.
- Being an active advocate of CRCC, whenever possible.

The Charity Commission offers extensive guidance around being a charity trustee. As a minimum, CRCC asks that you read [The Essential Trustee \(CC3\)](#) before applying to join us as a trustee.

In addition to the duties of a trustee, we expect all trustees to help ensure best practice by:

- Being an active member of the Board in exercising its responsibilities and functions.
- Undertake and maintain any learning and development relevant to your role.

- Scrutinising and questioning - never be afraid to ask questions and keep on asking until you are satisfied. You are responsible and you need to be happy with, or at least understanding of, the decisions that are made.
- Ensuring you understand the remit of your role and how it relates to other trustee positions, and seeking clarification or change if any problems with this arise.
- Keeping up-to-date on issues surrounding the work of CRCC.
- Maintaining good relations with other trustees and staff members.
- Fulfilling such other duties and assignments as may be needed for the administration and development of the charity.

## **Additional duties - Secretary**

Either personally or by delegation, the Secretary should:

- Prepare meeting agendas in consultation with the Chair and Director.
- Obtain supporting papers from the Senior Leadership Team, Sub-Groups and other sources, as required.
- Circulate agenda and supporting papers to members in good time.
- Prepare and circulate membership lists, notices of meetings and agendas to members, according to the Constitution.
- Check that a quorum is present.
- Minute the meetings and circulate the draft minutes to all trustees.
- Ensure the minutes are approved and signed by the Chair.
- Check that trustees and staff members have carried out actions agreed at the previous meeting.
- Ensure that CRCC meets the requirements in relation to General Meetings as outlined in its constitution.
- Co-ordinate AGMs and EGMs, including circulating agendas and minutes of each meeting.
- Ensure CRCC complies with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.
- Register and maintain the register of charity trustees with the Charity Commission.
- Submit the charity's Annual Report and Account annually to the Charity Commission.

## Person specification

In accordance with our constitution (Section 9, Point 2 (B)), all CRCC trustee roles are open to women only.

We are looking for women (aged 18 years and over) who have:

- A commitment to Cambridge Rape Crisis Centre, its work and values;
- A willingness and ability to dedicate the necessary time and effort to fulfill the duties and expectations of a CRCC trustee;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- The willingness to speak her mind and a clear and proactive communicator;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as part of a team and support other trustees;
- A strong sense of integrity and accountability;
- Administrative and organisational skills;
- Confidence with IT;
- A willingness to uphold Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, to ensure the effective governance of the charity, we have and look for trustees with skills and experience in the following areas:

- Human Resources
- Financial management
- Accounting
- Voluntary sector
- Women's sector
- Organisational development
- Strategic planning
- Health and social care
- Fundraising
- Communications, marketing and/or PR
- Risk management
- Health and Safety
- Volunteer management
- Legal matters
- Equality, Diversity and Inclusion
- IT and digital experience

We welcome women from all walks of life, with all levels and types of experience, provided that they have the time and commitment to make a contribution, and the skills to help them work as a part of a team.

We especially welcome applications from women from minoritised and underrepresented groups and communities. This includes AFAB non-binary individuals who feel comfortable working within a charity run for women by women.

CRCC also welcomes applications from those who have used our services but we ask that you wait 12 months after finishing receiving support from CRCC before applying.

There are rules that disqualify certain people from being trustees which you can check [here](#).

All CRCC trustees are subject to an Enhanced DBS check.

## **Term and time commitment**

Trustees are appointed for a three year term, with trustees holding core positions being appointed for a four year term. We would expect you to make a minimum commitment to a term of one year. Trustees can serve for three consecutive terms and may be reappointed for a fourth term after a break of at least one year.

Time commitment varies according to your role (i.e. core positions have additional duties) and the number of sub-groups and/or ad hoc working groups, projects etc. you participate in.

On average, you can expect between 3 - 5 hours per month for meetings, meeting preparation and travel. Meetings are generally held in the evenings but some meetings and training can take place during the working day.

In addition, as Secretary, the following activities will be required annually: AGM preparation and co-ordination and the submission of the Annual Report and Account to the Charity Commission.



Cambridge Rape Crisis Centre

**T:** 01223 313 551 **E:** [contact@cambridgerapecrisis.org.uk](mailto:contact@cambridgerapecrisis.org.uk) **W:** [cambridgerapecrisis.org.uk](http://cambridgerapecrisis.org.uk)

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