Trustee Role Profile and Person Specification
Company Secretary

Purpose

To ensure the Board operates within legal, constitutional, and regulatory requirements, while supporting smooth governance processes and enabling the Board to function effectively.

Key Responsibilities

- Ensure Gilgal meets its Charity Commission, Companies House and wider regulatory obligations, including accurate and timely filings.
- Establish and maintain an annual governance calendar covering Board meetings, reporting, policy reviews, trustee terms and statutory deadlines.
- Work with the Chair and CEO to prepare agendas and papers, record decisions accurately and monitor agreed actions.
- Maintain secure and accessible governance records, including trustee registers, declarations of interest, minutes, policies and governing documents.
- Review Gilgal's Articles of Association, constitution and wider governing documents, advising the Board on any changes required.
- Support Women's Aid accreditation by coordinating relevant governance evidence and requirements.
- Provide practical advice, templates and systems that strengthen Board effectiveness and compliance.
- Advise trustees on their duties, governance requirements and relevant developments in best practice.
- Contribute actively to wider Board discussions and strategic decision-making.

Indicative Time Commitment

The expected time commitment is approximately **1–2 days per month**, reflecting the additional responsibilities attached to the Company Secretary role.

The Board meets quarterly, primarily online, with one or two meetings each year held in person. Trustees may also contribute through a sub-committee, short-term working group or occasional discussions between meetings.

The Company Secretary will need some flexibility around Board meetings, the AGM, regulatory filing deadlines and governance reviews. Although trustees are not

responsible for operational delivery, the Company Secretary will work closely with the Chair and CEO to ensure governance activity is completed effectively and on time.

Person Specification

We welcome applications from experienced Board members and those considering their first trustee role. Previous trustee experience is not essential.

Competence, judgement and current expertise are more important than seniority alone.

Essential

- Experience of charity governance, regulatory compliance, company secretarial practice or a comparable area.
- A good working knowledge of charity governance and company secretarial requirements, with the ability to interpret and apply them in practice.
- An understanding of trustee duties, Board responsibilities and effective governance.
- The ability to explain governance requirements clearly and provide practical, proportionate advice.
- Strong organisation and attention to detail, including the ability to maintain accurate records and monitor deadlines.
- Sound judgement, integrity and discretion when handling sensitive or confidential information.
- A collaborative approach and the confidence to work constructively with the Chair, CEO and fellow trustees.
- A commitment to women's rights, feminist principles and Gilgal's purpose and women-led ethos.

Desirable

- Experience of supporting or advising a charity Board.
- Experience of Charity Commission or Companies House reporting and filings.
- Experience of reviewing governing documents, governance frameworks or organisational policies.
- Legal training or relevant governance qualifications.