

Sudbury Gasworks Restoration Trust Secretary Trustee Role Description

Background

Sudbury Gasworks Restoration Trust (the Trust) is looking for a new Trustee to help lead the organisation into its exciting new future.

In 2013, volunteers from the village formed Sudbury Gasworks Restoration Trust, a Building Preservation Trust, which aims to save the 1874 gasworks building in Sudbury and adapt it to serve the community once again.

Having negotiated a 99-year lease from the Sudbury Estate, the Trust are now well under way with the rescue, preservation and refurbishment of this 'at risk' Grade II Listed building to provide a modern community resource and make a real difference to the Parish and wider area.

Thanks to the hard work of the Trust's volunteers, and with support from The National Lottery Heritage Fund and other funders, the Trust are due to complete the capital works by Spring 2023, with a view to opening as a business shortly afterwards.

The Trust is a non-profit organisation and a registered charity. There are currently 8 Trustees on the Board. All trustee roles are voluntary positions.

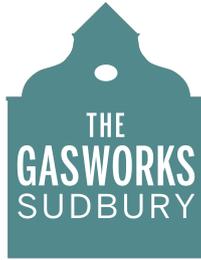
The next challenge for the trust is to broaden its support base and increase people's access to, and enjoyment and understanding of, their heritage. It is in this context that the Trust seeks a new Trustee with a Human Resources background to support the charity in their work.

Being a trustee will provide a challenging, rewarding and enjoyable opportunity to volunteer with the Trust and the appointed person will play an important role in shaping the future of the charity.

Website: <https://www.sudburygasworks.com>



The Gasworks Sudbury
School Lane
Sudbury
DE6 5HZ
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Role Description

The Trust are now seeking a Secretary Trustee who will:

- Liaise with the chair and chief executive officer to plan, arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity secretary and ensure that charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the governing document.
- Arranging and administrating trustee meetings and any sub-committees in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- Help create an organisation where staff, volunteers, trustees and others can thrive
- Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document. Also, to act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures. Ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
- Plan and prepare the committee meetings and AGM with others as appropriate (planning dates, booking rooms, sending out minutes and other papers).
- Minute committee meetings or ensure another minute taker is available. 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.

Person Specification

We are open to applications from people from a variety of backgrounds, however the ideal Secretarial Trustee candidate will have:

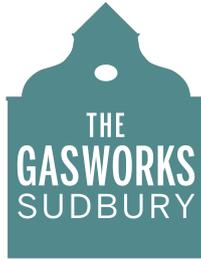
- Experience secretarial / administration duties.
- An excellent understanding of good practice in equal opportunities.
- Willingness to act in the best interest of the charity and contribute sufficient time to the role.
- Sound, independent judgement and ability to think creatively.
- Experience of charity law and governance (desirable)

It is possible that the Trust will look to appoint two separate roles if potential Trustees have specific skills in only certain areas.

Time commitment: The Trust meetings will be held monthly and will generally be held in the evenings between 7/8pm. Trustees are expected to attend meetings and read/submit reports in advance.

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A commitment of time to other meetings could be helpful and this would be the subject of discussion between the Chair and the relevant Trustee. Current Trustees take part in sub-committees and working groups to help deliver specific functions in greater detail and particular time-bound tasks.

Term of office: Three years voluntary appointment with a possible reappointment of a further three years following Board approval.

How to Apply

To apply, please submit an expression of interest by letter or email outlining how you believe you could contribute to the future of the Trust, with reference to the Person Specification above, and why you would like to be a Trustee of the Sudbury Gasworks.

Please include the details of two referees.

We are open to applicants from the private, public and voluntary sectors; those seeking their first voluntary trustee role and more experienced trustees or non-executive directors. We wish to increase the diversity of our Board and so attributes such as age, ethnicity, gender, background and geographical area are also taken into account to try and ensure a balanced and representative Board.

If you would like an informal chat regarding this position before applying please contact Julie White : julie@growingruralenterprise.co.uk

Expressions of interest can be submitted electronically to Trustee Julie White : julie@growingruralenterprise.co.uk , we will then contact you to book an informal meeting.

Please send your expression of interest by 24th July 2022.



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