



Board of Trustees Advert: Secretary

Givin' it Laldie is looking for someone to become the Secretary of our Board of Trustees.

Deadline for application: 10th December 2021

The Charity:

Givin' it Laldie is a community music charity for people living and working in the Gorbals, Glasgow. We run free, uplifting singing and instrument sessions to bring people together to make friends, learn something new and look after their health and wellbeing. Everyone is welcome regardless of background or ability and no previous music experience is required.

We are looking for a Secretary for our Board of Trustees; a group of 8 - 12 people who meet 8 times a year to make decisions on how to best run the charity.

The Board is composed of unpaid volunteers who are elected yearly at the AGM or co-opted by the Board. Together we build a plan, deliver on the strategic goals of Givin' it Laldie and share in the satisfaction of seeing the end results. The time commitment is around 8 Board meetings per year plus sitting on one of the sub groups who meet between 2 – 3 times a year.

The Role:

The Secretary is responsible for the following:

- Organising meetings, booking rooms, circulating documents and taking apologies.
- Preparing agendas for meetings (in consultation with the Chair).
- Taking the minutes at each board meeting and circulating them afterwards.
- Supporting communication between board members.
- Ensuring compliance with OSCR regulations such as maintaining a register of members and conflicts of interest and being familiar with the charity's governing document and the its legal responsibilities.
- Working with the manager and treasurer to bring all relevant information together for the Independent Examination and Annual Report to OSCR.
- Ensuring that the charity trustees are aware of the requirements to comply with the relevant codes such as the Givin' it Laldie Code of Conduct.
- Ensuring that decisions and actions of the board of charity trustees are accurately recorded and implemented.
- Tracking progress with the strategic plan and making sure any correspondence for the charity trustees is brought to the attention of the board.



More generally as a Board member/Trustee you will:

- Have enthusiasm for the power of music.
- Have an interest in the Gorbals.
- Help make decisions relating to HR, funding, promoting the charity and more.
- Use your networks and contacts to further the work of Givin' it Laldie.
- Act as an ambassador for Givin' it Laldie.

We are particularly interested in hearing from folk who live or work in the Gorbals.

Passion for the work we do and how we do it, an understanding of community-based work and desire to support the needs of the organisation are the most important qualities we are looking for.

We strive for our Board of Trustees to represent the communities we work with as much as possible and therefore encourage applications from many different backgrounds with regards to race, gender, class, sexuality and ability. We have a Board Shadowing Scheme set up for those who are interested but have not sat on a board before.

Apply Now:

If you are interested, email the following address with a note of interest explaining why you are interested in the role and what experience you have that would make you a suitable fit by 10th December 2021. Please provide us with your preferred method of communication and contact details.

Givin.it.laldie@gmail.com
0141 280 0053
07749028424

You will then be contacted by a member of the Board by email or phone call.

We want to make sure that this opportunity is available to as many people as possible. If you have any specific access needs in regard to this role, please let us know and we will do our best to accommodate this.