

# Secretary

(time commitment: up to 7 hours per month)

---

We are looking for a Secretary to join our Board of Trustees and play a vital role in the smooth running of the organisation. The Secretary is responsible for governance administration, ensuring our trustee and general meetings run effectively, and supporting compliance with Charity Commission requirements. This is a voluntary trustee position; it is an excellent opportunity for someone with an interest in the arts to contribute their organisational skills to a thriving musical community with a rich history.

## About Cambridge Philharmonic

Cambridge Philharmonic, founded in 1887, is one of Britain's oldest and most distinguished music societies. It comprises both a full symphony orchestra and large chorus. Concerts are held throughout the region, in venues such as West Road Concert Hall, Saffron Hall, King's College Chapel and Ely Cathedral.

The organisation's members are drawn from in and around Cambridge and represent a wide range of ages and backgrounds. Under the direction of Music Director Harry Sever, Cambridge Philharmonic performs a wide range of repertoire as part of its annual concert series, including an opera, family concert, classical and contemporary works.

Cambridge Philharmonic is a registered Charitable Incorporated Organisation (no.1203360).

## Line of accountability

The Secretary is accountable to the Chair and shares mutual accountability with all Trustees, with responsibility for legal compliance of the Organisation.

## Key responsibilities

### Manage governance administration of the Organisation

- Liaise with the Chair and Operations Coordinator to confirm the calendar of Trustee meetings and communicate with Trustees and any attendees
- Liaise with the Chair and Operations Coordinator to produce, coordinate and circulate Trustee meeting agendas and papers as necessary
- Produce minutes of all Trustee meetings
- Ensure actions are progressed
- Liaise with the Chair and Operations Coordinator to confirm the Annual General Meeting and any other General Meetings. Produce agendas and coordinate papers; produce minutes

### Ensure compliance with Charity Commission

- Ensure compliance with the Charity Commission's requirements for reporting, including registration of Trustees, timely submission of accounts and policy requirements

### Support internal communications

- Support internal feedback routes between Trustees, Committee, Contractors, and Members

## Governance responsibilities

### Trustee

- Hold legal role of “Secretary” for the Organisation
- Hold organisation’s legally registered postal address
- Advise Trustees on governance issues
- Attend Trustee meetings (approx. six per year; four online, two in-person in central Cambridge)
- Attend General meetings (approx. one per year, in-person in central Cambridge)
- Be an ambassador for the Organisation
- Support the Organisation’s development agenda

Six main duties of a Trustee (as per <https://www.gov.uk/guidance/charity-trustee-whats-involved>):

- Ensure your charity is carrying out its purposes for the public benefit (understand its objects)
- Comply with your charity’s governing document and the law (legal oversight)
- Act in your charity's best interests
- Manage your charity's resources responsibly (financial oversight)
- Act with reasonable care and skill
- Ensure your charity is accountable

### Committee

- You are encouraged to attend Committee meetings, to foster close connection between Trustees and Committee (approx. six per year, online or hybrid)

## Person Specification

### Personal qualities

- Positive, can-do attitude
- Flexible
- Collaborative, open and sharing

### Skills

- Good communicator
- Team worker/motivator
- Administrative experience
- Ability to contribute to the strategic direction of the Organisation

### Experience

- Charity governance
- Desirable: arts administration or project management