

Lewisham Bereavement Counselling

About Lewisham Bereavement Counselling

Lewisham Bereavement Counselling (LBC) provides a confidential counselling, advice and information service to bereaved people living and/or working in the borough of Lewisham. It has been in existence since 1985 and is well known and highly valued amongst the local population as well as its referring agencies.

The service is delivered by a team of trained and professionally supported volunteer counsellors. The counsellors represent the diversity of age, cultural and ethnic backgrounds to match the client population. They are provided with supervision by a team of sessional supervisors who are paid for their work. The organisation aims to work to the standards of ethics provided by the British Association of Counselling and Psychotherapy (BACP) which ensures the maintenance of high standards.

The day to day running and managing of the service is currently provided by two part time staff - the Service Manager, supported by the Office Co-ordinator Staff are supported and guided by members of the Board of Trustees who meet at least six times a year.

Lewisham Bereavement Counselling is a small charity, currently running on an annual income and expenditure of around £50,000. For the past fifteen years LBC has been extremely fortunate in securing the continuous joint statutory funding of Lewisham Borough Council (the Community Sector) and Lewisham NHS, as part of a Therapeutic Alliance of services across the borough.

LBC has, over the past several years, undergone several significant changes which have improved our operational running and underpinning structures. However, there is still lots of work to do, and we need trustees to help!

We are looking for a Charity Secretary to guide and lead the organisation's affairs. We are a small organisation, which requires its trustees to take an active role. We are at an exciting time of development, looking for individuals to help us ensure LBC's future effectiveness, efficiency and stability.

Members of the Trustee Board can be elected onto the Board at any time during the year, but all Trustees are asked to serve a minimum term of one year, with re-election each year at the Annual General Meeting. Trustee Board members are currently required to attend an evening meeting of approximately two hours every two months. The Charity Secretary is required to undertake additional work as needed to fulfil their role which is expected to be no more than 12 days a year. This will be dependent on how the Charity Secretary decides to manage their role and responsibilities.

If you would like more information about the role of Charity Secretary for LBC, or would like to talk to someone about the role please contact chair@lewisham-bereavement-counselling.org

Lewisham Bereavement Counselling

Duties of a Trustee Board Member

The general duties of any trustee board member are to:

- Ensure that LBC complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that LBC pursues its objects as defined in its governing document.
- Ensure LBC applies its resources exclusively in pursuance of its objects.
- Contribute actively to the board of trustees by giving firm strategic direction to LBC, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of LBC.
- Ensure the effective and efficient administration of the organisation.
- Where appropriate, serve on sub-committees of the board.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

The Role and Responsibilities of the Charity Secretary

Overall Purpose:

The Charity Secretary is primarily responsible for the smooth and efficient running of meetings of the trustee board and any sub-committees, aiding and supporting the Chair of Trustees. The Charity Secretary is also responsible for keeping the 'conscience' of the charity, by way of ensuring that the trustees continue to take decisions and act in line with the governing document, and comply with the relevant legislative and regulatory requirements the charity is subject to fulfil its administrative responsibilities.

Main Responsibilities

- Deal with Trustee Board correspondence and keep a record of this.
- Advise the Trustee Board in meeting its legal obligations, including reporting, meeting charity and company law and insurance requirements.
- Plan and prepare the Trustee Board meetings, committee meetings and the AGM with others as appropriate.

Lewisham Bereavement Counselling

- Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
- Drawing up agendas together with the Chair.
- Minutes for the Trustee Board, committee meetings and the AGM or ensure that another minute taker is available. In the case of closed meetings (with no others present) the secretary will take the minutes.
- Accurately record decisions and actions in the minutes and report to the next Trustee Board or committee meeting on the progress of actions and the result of decisions.
- Ensure the Annual Report is written and produced and sent to relevant bodies.

Person specification for the role of Charity Secretary

All trustees should be able to demonstrate basic qualities of commitment and integrity; the Charity Secretary should demonstrate additional skills including experience of appropriate administrative management and knowledge of Charity law and regulation.

This includes:

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

Specific to the role of Charity Secretary

- Good listening, oral and literacy skills.
- Organised and methodical.
- Ability to write clearly and keep accurate records
- Experience of writing minutes.
- Good IT skills and a competency with Windows based programmes
- Knowledge or experience of charity law and regulations.
- Ability to provide clear advice on procedural and relevant legislative matters.