



SECRETARY

ROLE DESCRIPTION

Help ensure excellent governance for London's leading community-led housing organisation

About London CLT

London Community Land Trust is a member-owned, community-led organisation creating homes that remain genuinely and permanently affordable for Londoners.

Working alongside residents, local authorities, housing associations and development partners, we create homes that stay affordable for future generations while giving local communities a real voice in shaping the places they live.

The Opportunity

We are seeking a Board Secretary to help ensure London CLT continues to operate to the highest standards of governance while supporting an ambitious, growing Community Benefit Society.

This is a strategic Board role rather than an administrative post. Most administrative tasks are delegated to staff, but the Secretary provides Board-level oversight of governance and compliance.

About the Role

The Secretary helps ensure London CLT operates in accordance with its Rules and governance framework. Working closely with the Chair, Board and Executive Director, the Secretary supports good governance, advises on governance matters and helps ensure statutory responsibilities are fulfilled.

Key Responsibilities

- Promote good governance across London CLT.
- Help ensure compliance with the Society's Rules.
- Support effective Board and AGM processes.
- Ensure governance records and statutory registers are maintained through delegated staff.
- Oversee statutory FCA returns through delegated staff.
- Advise the Board on governance matters and when further legal advice may be appropriate.
- Work closely with the Chair, Board and Executive Director.

Routine Responsibilities

- Serve on the Governance and Remuneration Committee.
- Write the Board's annual report to members for the AGM.
- Sign contracts and other documents on behalf of London CLT.
- Support planning of the AGM business and Board elections.

What We're Looking For

We welcome applicants with sound judgement, good communication skills and an interest in governance. Previous Secretary experience is not required.

- Experience working with rules, governance or committees is helpful.
- Confidence to raise governance concerns constructively.
- Clear communication skills.
- Open, collaborative and approachable style.

Time Commitment

- Approximately four Board meetings each year.
- Governance and Remuneration Committee meetings.
- Attendance at the AGM.
- Preparation for meetings and occasional governance discussions.

This is a voluntary role.

Support and Induction

A full induction, governance documentation, meetings with Board members and staff, and ongoing support will be provided.

Appointment

The Secretary is appointed by the Board in accordance with the Society's Rules.

Equality, Diversity and Inclusion

London CLT welcomes applications from people of all backgrounds and is committed to ensuring its Board reflects the diversity of London's communities.

Detailed Governance Responsibilities

The following guidance provides applicants with further detail about the responsibilities of the role.

What is the Secretary responsible for?

Summarily, the Secretary is responsible for all administrative and governance tasks necessary to ensure London CLT operates according to its Rules. However, in the vast majority of cases, these tasks are delegated to staff.

The key Rules which describe the role of the Secretary are E7.1-4 and G.15.15. These state that:

E7 The Society shall have a secretary who shall be appointed by the board and who may be an employee. The secretary shall in particular:

E7.1 summon and attend all meetings of the Society and the board and keep the minutes of those meetings; and

E7.2 keep the registers and other books determined by the board; and

E7.3 make any returns on behalf of the Society to the Financial Conduct Authority; and

E7.4 be responsible for ensuring the compliance of the Society with these rules.

G.15.15 "Secretary" means the officer appointed by the board to be the Secretary of the Society or other person authorised by the board to act as the Secretary's deputy;

Taken together, these two rules show that the Secretary has a potentially labour-intensive role, but that another person may be deputised to carry out some or even most of the Secretary's tasks.

At LCLT, the responsibility for most of these tasks is delegated to the Executive Director, who in turn delegates some of them as necessary (for example, appointing someone to minute Board meetings).

However, the Secretary can't delegate his/her basic responsibility for ensuring LCLT operates according to its rules. This means that the Secretary needs to be informed about what the Rules say and be ready to intervene if it appears that a rule may be being broken or neglected.

The Secretary also needs to be available to take part in discussions about difficult governance questions and help decide when legal advice or a Board discussion is necessary to resolve something.

What routine tasks does the Secretary have?

The main ones are currently:

Being a member of the Governance and Remuneration committee;

Writing the Board's Report on the Affairs of the Society for the AGM (a short document summarising our main achievements over the year);

Signing contracts and other documents on behalf of LCLT (usually electronically);

Helping staff plan the "Business" section of the AGM and overseeing the election of new Board members.

Does the Secretary need to be an expert in governance or law?

No. The Secretary doesn't need to be a specialist in any area and doesn't need greater abilities than those necessary to be a member of the board. They're simply a Board member who takes on a certain tasks as part of their commitment to helping LCLT thrive.

All Board members are equally responsible for ensuring LCLT is properly governed; the Secretary is simply the one who leads on this at Board level and ensures it doesn't get overlooked. The Secretary isn't asked to make big decisions on their own.

What skills and experience does the Secretary need?

The rules don't lay out a person spec, but the following are likely to be useful:

- Experience in a job which involves understanding/explaining rules, or experience on boards/committees which are required to follow rules (e.g. school governors);
- The confidence to speak up when something doesn't seem right;
- Good communication skills;
- Being open and approachable.

How is the Secretary appointed, and how long for?

The Secretary is appointed by a vote of the Board. There is no set term of office.