Role:	Trustee Secretary – Ocular Melanoma UK
Remuneration:	This role is not remunerated, but reasonable expenses will be reimbursed in accordance with the charity's expenses policy
Time Commitment:	4 board meetings and ad-hoc engagement with trustees (one board away day per year)
Location:	Remote

Our mission is to change the landscape for people with ocular melanoma cancers by uniting the wider community so that every person receives the support, information, and treatment they need to live well for longer. Ocular melanoma is the most common eye cancer in adults, with approximately 750 people diagnosed a year in the UK. It can be a terminal condition, but we are seeing improvements in the treatment people receive.

Overview of the Role:

Our trustees are legally responsible for the governance of our charity. This means they play a vital role in making sure that Ocular Melanoma UK achieves its core purpose and objectives.

They oversee the overall management and administration of the charity. They also ensure that Ocular Melanoma UK has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the management team to enable the charity to deliver its work. They need to ensure that our assets and resources are only used for charitable purposes in line with our governing documents. Trustees need to make sure that we operate in line with any relevant laws, particularly the Charities and Companies Acts.

Board members have a collective responsibility. This means that trustees act and make decisions as a group and not as individuals.

Secretary:

- Support the smooth operation of the Board of Trustees and its committees.
- Work with the Chair and CEO to plan Board and committee meetings.
- Prepare and distribute agendas and meeting papers.
- Attend meetings and ensure accurate minutes and action logs are maintained.

- Maintain key governance records and statutory registers.
- Support the filing of statutory returns and governance documents with Companies House and the Charity Commission.
- Advise trustees on governance processes and good practice.
- Assist with trustee onboarding, induction and governance documentation.
- Ensure that the charity complies with its governing document and relevant legal requirements.
- Support governance reviews and improvement initiatives as appropriate.

Governance:

- Trustees will work together to provide strategic oversight and scrutiny.
- Trustees will operate under the highest standards of conduct, governance, financial probity, regulatory compliance and risk management, and will jointly as a board monitor them appropriately.
- Trustees will follow an appropriate framework in place for delegated authority to board committees, the CEO
- and management team.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Take part willingly in individual annual reviews and joint board effectiveness reviews.
- Support the board meeting by listening, celebrating and challenging and support other trustees to have their views are heard and valued.
- Attend board meetings, adequately prepared to contribute to discussions
- Use independent judgment, acting legally and in good faith to promote and protect the interests of Ocular Melanoma UK, to the exclusion of their own personal and/or any third-party interests.
- To understand and maintain boundaries between the governance perspective of the board, and the work of staff and volunteer teams.

Strategy and impact:

- Assure themselves that Ocular Melanoma UK has an effective strategy in place which delivers real and tangible impact for people affected by this condition.
- Oversee Ocular Melanoma UK's financial plans and budgets and monitor and evaluate progress.
- Ensure that key risks are being identified, monitored and controlled effectively.

- Review and approve the charity's financial statements.
- Keep abreast of changes in Ocular Melanoma UK's operating environment.
- Contribute to the broader promotion of the charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Work with other trustee colleagues to build a strong and effective board and to support the culture of collective responsibility.
- Participate in the board's oversight of the charity's impact, ensuring that progress is effectively monitored, measured and reported.
- Offer meaningful support, stretch and challenge to the management team, via a primary relationship with the CEO, on a wide range of strategic issues relating particularly to the long-term sustainability and impact of the charity.
- Provide support, oversight and wise counsel on the development and growth of Ocular Melanoma UK and associated change, transformation and / or strategic review as and when required.

Reputation and conduct:

- Live and lead with the values of Ocular Melanoma UK, placing them at the centre of the board of trustees' work.
- Understand their responsibilities to meet the standards of Ocular Melanoma UK's code of conduct.
- Work hard with trustee colleagues to ensure work with respect, openness and integrity.

Relationships:

- Respond to building collegiate relationships between the board and the management team.
- Work with trustees to create a collaborative culture within Ocular Melanoma UK, hearing the voice of staff and people affected by this condition.

PERSON SPECIFICATION

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities:

- Experience as a Company Secretary, governance professional, trustee, board administrator or in a similar governance role.
- An understanding of company and/or charity governance.
- Strong organisational skills and attention to detail.
- The ability to produce concise and accurate minutes.
- Good judgement and discretion.
- Strong written and verbal communication skills.
- The confidence to provide procedural advice and guidance when needed.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Ability to challenge current thinking in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.
- Leadership experience and knowledge.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Personal commitment and enthusiasm for our vision and mission.
- Willingness to lead according to our values.

Our values

It is essential that the board embodies the values of Ocular Melanoma UK and actively works to uphold them within the charity and externally.

- Compassion for Patients and Carers.
- Devotion to improve outcomes.
- Belief in science and evidential data.
- Passion for promoting access to patient care.