

Board of Trustee Minutes Writer Role Description

Based SC House Vanwall Road, Maidenhead and Zoom.

Volunteering with People to Places

Giving your free time to support others is one of the most satisfying and rewarding acts of kindness. Our charity relies daily on the support and dedication from our volunteers and the time they commit to helping others. If you find yourself with some spare time, anything from a couple of hours occasionally to a regular day of the week, and you would like to support your local charity, contact us today!

Expenses can be claimed but must be agreed by a senior member of staff

What will you do?

- Work with the Trustees and the CEO to accurately record the minutes of Trustee meetings
- Following the agenda, produce a good first draft for the CEO and Chair to confirm
- Mileage expenses can be claimed but must be agreed by a senior member of staff

What's in it for you?

- make a real difference to people's lives
- increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

What do you need to have?

- Excellent written English skills
- Be able to listen with sensitivity, tact and diplomacy
- Good record-keeping and organisational skills
- Good IT skills
- Be willing to sign People to Places Confidentiality Agreement
- Have a good knowledge of People to Places' Safeguarding Policy
- Be willing to undertake an enhanced DBS check organised by People to Places, which will be repeated every 3 years:

- Do you have any convictions, cautions that are not “Protected “as defined by the Rehabilitations of offenders act 1974 (Exceptions Order1975(as amended in 2013)? The amendments to the Exception Order 1975(2013) provide that certain convictions and cautions are “Protected “and are not subject to disclosure. Failure to declare any convictions that are not “protected” may result in an offer of volunteering being withdrawn

How much time do you need to give?

Board of Trustee (BoT) meetings are held once every two months, normally on a Monday evening for two hours. Currently they are held online only, in which case a video recording can be provided and so timing is flexible after the meeting. Once meetings are held face-to-face, the Minute Writer will need to be present at each meeting (normally held at Desborough Bowling Club) and to produce minutes in the fortnight following the meeting.

Valuing inclusion

Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees and volunteers are helped and encouraged to develop to their full potential.

People to Places aspire to:

- Create an environment in which individual differences and the contributions of all are recognised and valued
- Promote equality and value diversity in the workplace environment
- Make training, development and progression opportunities available to the workforce
- Ensure that every employee/volunteer is entitled to a working environment that is respectful of individual beliefs

We welcome applications from all areas of the community who would like to join us in our mission to deliver independence and tackle isolation in Windsor and Maidenhead. If you would like to sign up, click [here](#) or visit our [website](#) to find out more about us.

Contact details

If you are interested in becoming a BoT Minutes Writer and would like to discuss next steps and how we can support you please contact Peter Haley, Chief Executive Officer at People to Places via email PHaley@people2places.org.uk