

National Trust of Georgia Friends Abroad Trustee Secretary



National Trust of Georgia Friends Abroad (NTGFA)

Supporting Georgia's cultural and natural heritage through international friendship, advocacy and philanthropy.

Secretary

summary of the role: To ensure the Board meets its legal obligations for record-keeping, reporting, and effective administration.

The National Trust of Georgia Friends Abroad is looking for a Trustee with administrative experience to help grow support for heritage conservation in Georgia. Working as part of the Board, you will ensure the Board meets its legal obligations for record-keeping, reporting, and effective administration. You will also help plan and organise effective board meetings and monitor actions. This is an exciting chance to use your charity board expertise to help a young award-winning and growing charity increase its impact and secure resources for vital cultural and natural heritage projects.

Key Responsibilities

- Maintain statutory registers (trustees, members).
- Ensure timely filings to the Charity Commission (annual return, changes, accounts).
- Organise Board meetings: circulate agendas, papers, meeting links and minutes.
- Maintain key governance documents: constitution, policies, procedures.
- Keep secure archives of decisions and trustee agreements.
- Support recruitment and induction of new trustees.
- Advise the Chair on governance best practice.

Skills & Experience

- Strong organisational and administrative skills.
- Attention to detail and accuracy/compliance with UK Charity Commission
- Comfortable with digital tools (cloud storage, document libraries, calendars).
- Understanding of charity governance or willingness to learn.

Time Commitment

National Trust of Georgia Friends Abroad Trustee Secretary

- Approximately 3 to 6 hours per month
- Attendance at quarterly online board meetings

Help protect Georgia's heritage for future generations

Find us: <http://www.nationaltrustofgeorgia.org.ge>

Follow us: [საქართველოს ეროვნული ფონდი](#) / The National Trust of Georgia

Support us: <https://www.globalgiving.org/projects/preserving-georgias-heritage/>

National Trust of Georgia Friends Abroad (NTGFA) is a UK charity (Charity Commission registration pending) that supports the work of The National Trust of Georgia, helping to protect Georgia's cultural and natural heritage through international friendship, advocacy and philanthropy.

What you'll do

As a trustee, you'll help guide the charity's development and contribute to discussions about strategy, governance, fundraising, communications and organisational sustainability. You'll work collaboratively with fellow trustees, acting as an ambassador for the charity and helping us build relationships with supporters, partners and donors.

We're hoping to build a supportive board whose members can contribute their skills, ideas, networks and enthusiasm where they're most needed.

What we're looking for

- Sound judgement and strategic thinking
- A collaborative approach
- Good communication skills
- Integrity and commitment to good governance
- Enthusiasm for heritage conservation and cultural exchange
- A willingness to contribute time, ideas and energy to a growing charity

What you'll gain

- The opportunity to help protect Georgia's cultural and natural heritage, support the development of civil society, and play a meaningful role in shaping a young international charity at an exciting stage of its development. You'll also have the chance to build connections with supporters, heritage professionals and partners in both the UK and Georgia.

To express interest

Please follow REACH instructions to apply and send your CV no later than Oct 30, 2026