



## **Our opportunity**

YorSpace is looking for a Board Secretary who shares our vision for affordable, community-led, sustainable housing. We are looking for someone to facilitate our Board and enhance our governance function during an exciting period of delivery and growth. See [www.yorspace.org](http://www.yorspace.org) for more information about who we are

## **What do you need the volunteer to do?**

The Board is small, friendly, locally rooted and dynamic. We ask members of the Board, including the Secretary to a minimum term of 18 months

The Secretary of the Board provides a crucial role in the governance of the organisation by ensuring meetings run smoothly and that good record keeping and communication is maintained.

Main responsibilities are:

- Scheduling and communicating quarterly Board Meeting dates
- Assisting the operational team and Board Chair to draft and circulate the Agenda and Board papers in advance of each meeting
- Taking and circulating notes
- Monitoring a dedicated email inbox.
- Help to organise our annual AGM, and
- Ensuring annual compliance reporting is completed and submitted in a timely fashion.

Time commitment

- Attend 4 quarterly Board Meetings (4-6 hours)
- 2-4 hours a month attending to other duties

The role will be quite autonomous and conducted remotely (apart from the meetings) but the Board Chair and operational team will be available to support you in the role.)

## **How will this role help your organisation?**

YorSpace is a Community Benefit Society, with a small operations team governed by a voluntary Board, and supported by our community of ~160 community share investors and ~600 members. We successfully raised over £420,000 from our first community share issue in 2020.

We are a democratic organisation where each member gets a single vote, regardless of investment size. Our Board Secretary plays a crucial role in the governance of this growing organisation. This role will help us maintain good standards of governance as we grow into a larger organisation with greater impact.

Our first project at Lowfield Green is nearing completion and we have already begun developing our second project. We need enthusiastic and committed support as we grow into the next phase of our organisational development.