

Committee Secretary



Introduction

Women in Public Life is looking for a new Secretary to join our committee. As well as helping set our overall direction, you will be in charge of governance, making sure we are well run and meeting the requirements of the Charities Law.

The Secretary is an elected officer, alongside the Chair and Treasurer. You will be co-opted to the committee initially and your appointment will be subject to a confirmation vote of our formal membership at our AGM in July.

About us

Women in Public Life is a group of volunteers who inspire and support the women of Guernsey to stand for all forms of public office.

Our work includes:

- raising awareness of the under-representation of women in public office in Guernsey
- publicising public office vacancies via our newsletter (700+ subscribers), social media and website
- supporting women who want to apply for a role or stand for election
- hosting events to encourage interest in public office
- running a Politics Group where women can discuss and learn about local politics

Find further information at womeninpubliclife.gg.

Women in Public Life is a local charity set up as an unincorporated association. Formal membership is open to all of our supporters. Only formal members can vote at our AGM. We are registered with the Guernsey Registry, number NP273, and are a member of the Association of Guernsey Charities, number 474. Our turnover is less than £5,000 a year. We raise funds for our day to day work through donations. Our events are either ticketed or sponsored.

Our constitution and policies can be found in the [Governance section](#) of the About Us page of our website. This includes our recruitment policy.

Committee membership

Our current officers are:

Chair – Shelaine Green

Treasurer – Martina Lenfestey

(Jo May resigned as Secretary in March 2024).

Our committee members are:

Linda Rolf

Paul Chambers

Christine Potter

Vicky Groulef

Role of all committee members

- Deciding on the overall direction of the group
- Developing an annual plan and budget
- Reviewing progress of projects and inputting ideas and contacts
- Being an ambassador for the group, recruiting new members
- Volunteering at Women in Public Life events

Day to day operation of Women in Public Life, including our website, newsletter and social media, is managed by Shelaine. Individual committee members take on specific projects relevant to their skills and availability eg Linda runs all International Women's Day activity.

Specific role of the Secretary

- Organise and run our AGM
- Maintain the formal membership list
- Keep existing policies up to date and draft new ones that are relevant to a small volunteer group.
- Send out action points after each team meeting (agenda and minutes are written by the Chair)
- Ensure we meet the requirements of the new Charities Law (constitution already updated)
- Keep Guernsey Registry and ODPA registrations up to date, plus public liability insurance.

Person specification

- Team player who is keen to see more women in public office
- Company secretarial or compliance training

As a small voluntary group, our governance needs are straightforward. Collectively, committee members have considerable experience of third sector boards. The role would therefore suit someone who is just starting out in their company secretarial or compliance career and wants to put their training to practical use in a supportive environment.

Time commitment

Committee meetings are held monthly on a weekday evening in Town from 7pm to 9pm. Meeting dates for the year are agreed in advance.

Committee meetings, secretarial duties and general communications with the team are anticipated to require an average commitment of six hours a month.

Recruitment process

To apply, send an email expressing the reasons for your interest and setting out your relevant skills and experience to hello@womeninpubliclife.gg. Include your CV if you have one available, or a link to your LinkedIn page.

Closing date is Friday 26 April 2024.

Candidates will be shortlisted by the committee. Shortlisted candidates will be invited to meet the Chair and at least two committee members. The committee as a whole will decide the final appointment.

The successful candidate will be invited to attend the next committee meeting on a trial basis. Assuming both parties confirm their interest, the new Secretary will be co-opted at a subsequent committee meeting and their appointment ratified at the next AGM. Two references will be taken.

Questions?

If you have any questions or would like further information, contact Shelaine at hello@womeninpubliclife.gg.