

# Todmorden Learning Centre and Community Hub

## **Volunteer Board Administrator**

15 hours per month minimum commitment (including up to four approx two hour meetings per month)

Reporting to: Board Secretary

### **Purpose**

To enhance the effective operation of the TLCCH Board of Trustees by providing administrative support and assisting to arrange and co-ordinate the business of the Board.

### **Duties**

- To administrate the Board meetings including compiling agendas and taking minutes and providing other information required for effective Board operation and decision making.
- To action administrative tasks arising from Board meetings
- To work with the TLCCH Board and Membership Secretary ensuring appropriate information sharing with members
- To support the TLCCH Board in ensuring good governance via operation within an effective policy framework.

Knowledge, skills, and abilities required:

- Knowledge of Board roles, responsibilities and operation
- Strong organisational skills
- Ability to collaborate and work well with people
- Ability to identify creative solutions that address time, budget, quality
- Ability to develop, organize, and implement office procedures and systems
- Ability to make decisions and maintain confidentiality
- Ability to initiate and complete projects with minimal supervision
- Excellent oral and written communication skills
- Strong communication, composition, computer systems, prioritizing, and public relations skills
- Good computer skills, Email, databases, spreadsheet, presentation programmes
- Good spelling, grammar, and editing skills

Education and/or experience:

- Experience of working in an administrative support position
- Track record or qualifications in broad based administrative roles
- Experience of working with a Board of Directors and/or board appointed committees
- Good IT skills – emails, database, spreadsheet