Organisation: Rooted Finance
Role Title: Board Secretary (Governance & Board Support)
Position Type: Volunteer (Expenses reimbursed)
Time Commitment: Approximately 4–6 hours per month (including quarterly Board meetings)
Location: Remote (Some in person meetings in London with virtual attendance options)
Reports to: Chair of the Board

About Rooted Finance

Rooted Finance is a UK debt charity and Financial Conduct Authority (FCA)-authorised debt advice provider. We are committed to tackling financial exclusion and problem debt by delivering free, independent, high-quality advice and empowering individuals and communities to achieve lasting financial wellbeing.

Purpose of the Role

Rooted Finance is seeking a detail-oriented, organised, and governance-minded individual to join our Board as **Volunteer Board Secretary**.

This is a **non-Trustee governance role**, making it an exceptional entry point for professionals looking to gain experience in the charity sector. It provides insight into the strategic leadership, financial oversight, and operational governance of a UK charity. By working closely with the Chair, Board of Trustees, and leadership team, you will apply your organisational skills while building hands-on board-level experience—serving as the perfect foundation and stepping stone towards taking on full Trustee or Non-Executive Director (NED) positions in the future.

What You Will Gain

- **Direct Board-Level Exposure:** Gain first-hand insight into board dynamics, strategic decision-making, and regulatory compliance within an FCA-regulated charity.
- **Pathway to Future Trustee Roles:** Learn how high-performing boards operate, standard board cycles, and UK Charity Governance Code best practices before stepping into full trustee responsibility.
- **Professional Growth:** Expand your CV with tangible corporate governance experience and executive-level stakeholder management.
- **Social Impact:** Contribute your professional skills to support an organisation directly

changing lives and combating debt in our communities.

Key Responsibilities

1. Board & Committee Administration

- Coordinate the schedule for Board meetings and any ad-hoc or committee meetings in consultation with the CEO/Chair.
- Liaise with the Chair, Chief Executive, and Trustees to prepare clear, structured agendas.
- Collate, format, and distribute board packs, reports, and governance papers securely and in advance of meetings.

2. Minuting & Record Keeping

- Attend all Board meetings (held in person/virtually) to take accurate, concise, and objective minutes, capturing key discussions, decisions, and clear action items. AI tools are used to capture meeting content but require finishing touches and capturing of actions.
- Maintain the master Board Action Tracker, following up with action owners between meetings to ensure deliverables stay on schedule.
- Maintain official charity governance records, including board papers, signed minutes, and governance documentation.

3. Governance Support & Compliance

- Support the CEO/Chair in upholding high governance standards aligned with the Charity Commission guidance and the Charity Governance Code.
- Assist in maintaining governance registers (e.g., Register of Trustees' Interests/Conflicts of Interest, skills audits, and annual declaration forms).
- Assist with filing or updating records with Companies House and the Charity Commission where necessary.

Legal Status & Accountability

- **Not a Statutory Trustee:** You will not be registered as a Trustee with the Charity Commission or as a Director with Companies House.
- **No Fiduciary or Financial Liability:** You do not hold statutory voting powers or legal responsibility for the management and governance of the charity.
- **Confidentiality & Conduct:** You will be required to adhere to the Charity's Code of Conduct, Confidentiality Agreement, and Conflict of Interest Policy to ensure board deliberations remain secure and trusted.

Person Specification

We are looking for an organised, proactive communicator with an interest in governance, operations, or the non-profit sector.

Skills & Experience

- **Strong Administrative & Organisational Skills:** Proven ability to manage agendas, papers, and competing priorities with excellent attention to detail.
- **Clear Written Communication:** Ability to synthesize complex, high-level discussions into crisp, accurate, and actionable minutes.
- **Discretion & Confidentiality:** Experience handling sensitive or confidential strategic, personal, or financial information.
- **Digital Literacy:** Comfortable using cloud collaboration tools (e.g., Google Workspace, Microsoft 365, secure board portals/shared drives, and video conferencing).

Desirable (but not required)

- Prior experience in company secretarial support, governance administration, legal assistance, or executive support.
- An interest in financial inclusion and/or debt advice.

Time Commitment & Logistics

- **Quarterly Meetings:** 4-6 board meetings per year (usually 2 hours each, weekday evenings).
- **Ad-hoc meetings:** 2-4 committee meetings or board sessions per year (weekdays, mix of daytime and evening)
- **Prep & Administration:** Approximately 2–4 hours per month outside of meeting cycles to coordinate agendas, finalise minutes, and track action logs.
- **Expenses:** Reasonable out-of-pocket travel expenses incurred in carrying out the role will be reimbursed in line with the charity's volunteer policy.