



Epsom Riding for the Disabled

Trustee Job Description

Secretary

Epsom Riding for the Disabled began in 1969 in a small field in Epsom with four volunteers and a Shetland pony called Bubbles. Since then we have grown into a thriving charity providing riding for therapy, fun and achievement for over 300 riders. Today we have a herd of 16 horses and ponies and a team of over 200 volunteers. We are entirely run by volunteers with no paid staff.

2018 marks an important year in our development. As we approach our 50th anniversary in 2019 we have decided to become a new CIO to take us forward into the future. We have exciting plans including the development of a competition class indoor riding school arena which will help us to improve the experience of all our riders and provide more opportunities for both exiting and new riders.

To assist us in this development we are looking for new trustees for the CIO who have an enthusiasm and passion to help us move forward. You don't need to know anything about horses, just have a desire to help a thriving local charity to grow further. We are run entirely by volunteers so Trustees need to have a hands on approach and work with other volunteers to achieve our aims. The postholder will need to have excellent communication skills in order to ensure the smooth running of the organisation.

The Secretary is an Officer of the charity, along with the Chair and Treasurer. Previous experience of RDA is not essential for someone to take on this role although experience of charity governance would be a benefit. Tasks include:

- Contributing to decision making and setting the strategic direction.
- Setting an annual governance calendar of meetings and key dates and ensure compliance.
- Working with the Clerk to arrange meetings, prepare and circulate agendas and take minutes.
- Organising the AGM and associated paperwork.
- Providing advice and support to the Chair, Trustees and Management committee.
- Maintaining a working knowledge of and providing guidance on matters relating to charity governance.
- Maintaining a working knowledge of and providing guidance on relevant documents, legislation and guidelines from external organisations, for example RDA National and the Charities Commission.
- Working with the Chair, liaise with RDA National and provide information when requested, including the annual census.

- Being a cheque signatory
- Ensuring annual returns to the Charities Commission and RDA National are submitted accurately and on time.
- Maintaining registers and records in accordance with the constitution and other charity requirements.
- Along with other Trustees, contributing to the project to review and improve the group's use of IT.