



THE KAREN HILLTRIBES TRUST
TRUSTEE ROLE DESCRIPTION FOR:
SECRETARY

TITLE:	Secretary
RESPONSIBLE TO:	Board of Trustees Chairperson
LOCATION:	Homebased with some travel to London for meetings (trustee meetings are currently being held remotely, however, when able, some meetings will return to being based in central London).
TIME COMMITMENT:	<p>Trustee meetings are held three times a year and last approximately 2-3 hours. They are usually held on a Monday afternoon/evening and it would be expected that the Secretary would attend all three meetings where possible.</p> <p>Outside of meetings, it is estimated that the Secretary will need to commit approximately 1-3 hours per month to support the successful running of the organisation.</p>
RENUMERATION:	Voluntary, travel expenses available

ABOUT US

The Karen Hilltribe Trust (KHT) has worked in Northern Thailand for the past three decades. Our mission is to partner with Karen communities to improve their health, livelihoods, and access to education. By taking a holistic approach to the complex socio-economic issues at hand, we aim to achieve sustainable change by empowering Karen communities to improve their own lives.

As a community-led organisation, KHT's model starts and finishes with the Karen People of Northern Thailand. Our unique approach is based on the expressed needs of target communities and involves their local knowledge in all stages of our projects, including design, implementation, maintenance, and evaluation. Projects are focussed on promoting self-reliance leading to improved well-being, whilst helping Karen communities retain their unique identity and culture. Not only does this approach guarantee projects have a positive impact in the community, but also ensures community ownership and supports long-term sustainability.

Since 1986, KHT has transformed the health and well-being of over 55,643 people through providing clean drinking water, improved sanitation facilities and hygiene education; secured agriculture as a sustainable livelihood for more 18,901 farmers through the construction of flood-resistant irrigation systems; and increased accessed to education for 17,693 children and young people through the provision of school meals, transport and accommodation, and higher education scholarships.

MAIN PURPOSE OF THE POSITION

As Secretary, you will support the strategic leadership of KHT through ensuring the smooth and efficient running of all trustee meetings and promoting good governance across the organisation. The main duties and responsibilities are:

1. Attend three trustee meetings a year, which take place in January, May and October.
2. Ensure that trustee meetings run efficiently and effectively through the distribution of an agenda and papers in advance and prompt circulation of Minutes afterwards, and that Trustees receive appropriate support to fulfil their legal duties.
3. Ensure that the procedure for the election and appointment of trustees is properly carried out, and assist in the proper induction of trustees.
4. Provide advice to the Board on constitutional and procedural matters, including Charity Commission standards for UK charity boards.
5. Ensure that the Charity complies with relevant legislation and regulations, and if policies or procedures for good governance are not sufficient, support the creation of new documentation with the operational support of the Director.
6. Attend an annual Governance Sub-Committee meeting to review and approve the organisation's policies and procedures.
7. Support other fundraising, strategic leadership and governance activities as required.

PERSON SPECIFICATION

We are ideally looking for an individual with experience of charity governance who is interested in joining a small yet ambitious organisation working towards empowering vulnerable communities in Northern Thailand. In particular, we would be interested to hear from you if you are:

- Committed to the aims of the Charity.
- Have experience of the charity sector and its governance requirements.
- Available at regular intervals throughout the year and to allocate adequate time for this voluntary work alongside your principal occupation.
- Interested in joining a small friendly team of committed Trustees who wish to continue to oversee improvements to the organisation and projects we provide.

TO APPLY

If you would like to find out more, then please send your CV and a two page cover letter to director@karenhilltribes.org.uk and we will be back in touch shortly.