# NMWN logo_SMALL

**Nottingham Muslim Women's Network**

**Position: Trustee Secretary (on volunteering basis/open to women only)**

**Hours: 3 per months**

**Location: Nottingham, UK**

**About Us:** Nottingham Muslim Women's Network is a vibrant charity dedicated to empowering Muslim women and fostering community engagement. We are seeking a committed individual to join our Board of Trustees as a Secretary, contributing to the governance and strategic direction of our organisation.

**Role Overview:** As a volunteering Trustee Secretary, you will play a pivotal role in ensuring effective communication and administration within the Board. You will work closely with fellow trustees and the senior leadership team, providing support to meetings, maintaining accurate records, and upholding the highest standards of governance.

**Responsibilities:**

* Assist in the preparation and distribution of meeting agendas and relevant documentation.
* Maintain accurate records of Board decisions and actions.
* Liaise with the senior leadership team to ensure compliance with legal and regulatory requirements.
* Take minutes during Board meetings and distribute them in a timely manner.
* Ensure that the minutes are signed by the chair once they have been approved.
* Check that trustees and staff have carried out actions agreed at a previous meeting.
* Circulating agendas and minutes of the annual general meeting and any special or extraordinary general meetings (where required)
* Sitting on appraisal, recruitment and disciplinary panels as required
* Support the Board in maintaining effective communication channels.

**Qualifications:**

* Proven experience in a secretarial or administrative role.
* Excellent organisational and minute-taking skills.
* Strong communication and interpersonal abilities.
* Familiarity with governance and compliance practices.
* Commitment to the mission and values of Nottingham Muslim Women's Network.

**How to Apply:** If you are passionate about **voluntarily** contributing to the governance of a dynamic charity and possess the necessary skills, please submit your resume and a covering letter outlining your relevant experience to Trustees@nmwn.co.uk.

**Benefits:**

* Opportunity to contribute to the strategic direction of a community-focused organization.
* Engage with a diverse and dedicated Board of Trustees.
* Support and training in trustee responsibilities and governance.

**Note:** Nottingham Muslim Women's Network is an equal opportunity employer. We welcome applications from individuals of all backgrounds and experiences. Shortlisted candidates will be contacted for an interview.

Join us in shaping the future of our organisation and making a positive impact on the lives of Muslim women in our community.