

Meade Hill Shul

(Established as Beis HaMedrash Hagadol 1904)

88 Meade Hill Road, Manchester, M8 4LP

0161 740 9586

www.meadehillshul.co.uk

Honorary Secretary for Meade Hill Shul

Job Description

Join Meade Hill Shul

An exciting opportunity has arisen to join our Board as Honorary Secretary. This position gives the perfect opportunity for you to make your mark on the charity. Use your experience and skills to help drive and support the charity's strategic direction and on-going success, making a real difference to the future of the charity.

About Meade Hill Shul

We are a growing modern orthodox Shul (Synagogue) in North Manchester. This is a very exciting time for Meade Hill Shul as the charity is going through an unprecedented period of growth. To support this, we are building a professional and dynamic board of trustees. The charity has just started a multi-million pound redevelopment project and have aspirations to be a real driving force for the Jewish community in Manchester.

About this Role

Working closely with the Chair and the rest of the board, you will oversee the complete running of all meetings that involve the Board of Trustees. You will act as an information and reference point for the Chair and other Board members.

The successful candidate will serve initially for up to three years with the potential to be reappointed for up to a further two terms of three years after that. This is an unpaid role however reasonable fees and expenses will be paid.

Principal Responsibilities

- Liaise with the Chair to plan all meetings involving the Board of Trustees.
- Receive agenda items from Board members.
- Circulate agendas and reports.
- Take minutes for all meetings that involve the Board (estimated to be 4 per year plus the AGM but could be monthly as work dictates).
- Circulate approved minutes.
- Check that agreed actions are carried out.
- Make AGM minutes available on the Shul's website.
- Proactively keep records of all strategic documentation.

Person Specification

To take up the role Honorary Secretary, you will need to be engaged and motivated in the work and mission of Meade Hill Shul. Commitment, engagement and reliability are essential to fulfilling your responsibility along-side the Trustees.

Skills & Experience

- Well organised.
- Proven record keeper.
- Good with communications and correspondence.

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- We are happy to consider this as a first position working with a board of trustees if you can demonstrate that your skills fit the role. Previous experience of operating with a Board or similar senior environment in a charitable, public sector or commercial organisation is preferred but not essential.
- Capacity to challenge, engage and contribute to the work of the Board in a positive manner.
- Demonstrate a consultative, collegiate, constructive and supportive style.
- An ambition to grow within this role to make it a key part of the BoD.
- An understanding of the legal duties, responsibilities and liabilities of trustees.
- Embody the values of Meade Hill Shul, with a commitment to promoting the religious community.

Applicants should apply by submitting a cover letter (of no more than two pages) and a CV to office@meadehillshul.co.uk and include "Honorary Secretary" in the email title.

For an informal talk with the Chair prior to applying, please send an email to martin@myshul.co.uk.

The deadline for applications is Wednesday 16th March with interviews to take place by mutual arrangement shortly afterwards.