Job Description
Leo Baeck College Honorary Secretary (Voluntary Role)

Leo Baeck College is the pre-eminent UK institution of Jewish scholarship and learning that is the heart and lifeblood of the intellectual and spiritual life of the Progressive Jewish community. Leo Baeck College combines inspirational, high caliber teaching with a commitment to developing rabbis, other professionals, and lay leaders who will build sustainable, accessible, and thriving Progressive Jewish communities.

Responsible to:	Chair(s) of the Board of Governors
Liaises with	Executive Committee (Principal, COO and other Honorary Trustees) and Board of Governors
Location:	N3 2SY and online (please see below for meeting requirements)
Hours:	This is a volunteer position. It is expected to take between 1 and 2 hours/week.

The Honorary Secretary role is part of our governance structure, and is a member of the Executive Committee and the Board of Governs, liaising directly with the Chair(s) of the Leo Baeck College.

Job Purpose

The primary function of the Honorary Secretary is to support the Chair(s) of the Leo Baeck College on a number of administrative and governance duties related to the Board of Governors and the executive Committee, which also functions as the Finance Committee.

Key Responsibilities

- Expected to attend quarterly board meetings (usually in person)
- Attends monthly executive meetings, which are usually on Zoom. The member of Executive Committee are the (Joint) Chair(s), Vice Chair (when applicable), Principal, Honorary Treasurer, Honorary Secretary and COO).
- Liaises with Chair(s) regarding executive committee agendas as appropriate
- Takes and distributes minutes for executive meetings
- Party to high level decision making across many areas
- Works with COO and other staff regarding arrangements for board meetings
- Proof checks meeting minutes before general circulation
- Arranges and conducts induction meetings for new Trustees covering everything except financial matters
- Provides admin back-up as required e.g. Main Board meeting minutes

- Plays an active role in the life of the college, such as joining the Library Committee and supporting public relations and marketing initiatives.

Requirements

- Discretion and confidentiality
- Good administrative skills
- People skills
- Access to IT for zoom meetings and emails etc.

Personal Specification

Essential

- The applicant must be, or must become, a trustee / member of the Leo Baeck College

Desirable

- Be a member of a community that is part of the Progressive Judaism movement

Applications will be reviewed on a rolling basis and should be submitted by full CV and cover letter to Valerie Kaye at valerie.kaye@lbc.ac.uk .