



Bromley Voluntary Sector Trust (BVST)

Trustee Board Assistant

A role ideally for a volunteer whose time commitment can match the cycle of BVST Board and Committee meetings and related follow up and pre-meeting actions necessary to help keep Community House Bromley functioning.

Main duties and responsibilities

- Work with the Business Manager and Chair/Vice Chair to prepare and distribute the agenda and all relevant meeting papers to relevant Trustees at least a week before any meeting date
- At each Board or Committee meeting to take notes and thereafter prepare draft minutes to send to the Chair or Vice Chair ensuring their early approval to ensure they can be distributed to Trustees within 3 weeks of the meeting date.
- Ensure venues for all Board and Committee meeting events and the like are booked and notified to attendees as appropriate.
- If meetings are held remotely, ensure necessary meeting invites are sent out online
- Carry out any other Board related administration tasks as directed by the Business Manager or Chair.

Personal skills and qualities

Organisational abilities

Minute taking experience