



Trustee – Board Secretary Voluntary

E2M is a dynamic Youth Led Charity who seek an enthusiastic volunteer to support and contribute as a trustee to our Board of Directors by organising, attending, and minuting Board meetings on a quarterly basis.

E2M are a friendly supportive team who are looking for someone who has time to dedicate to this rewarding opportunity with the E2M Team. It may suit someone who is looking for their first Board position. E2M are actively seeking to diversify our board. You don't need specific qualifications, we are looking for transferable experience, enthusiasm, and positivity.

About E2M

Escape 2 Make is a Charitable Incorporated Organisation (Registered Charity number 1183572). E2M aims to help all 11 – 18s in the Lancaster and Morecambe area escape from boredom, social media, loneliness and any pressure at school or home by providing free workshops and short courses hosted by inspirational local artists, local businesses, and national businesses.

All the workshops and courses are designed to help young people make things, make friends, and make a difference in the community.

Our work involves:

- Delivering year-round workshops
- Delivering community-based events
- Delivering Duke of Edinburgh opportunities

This is a small-scale but important role that will give the right candidate unique insight into the inner workings of a small, dynamic, and ambitious charity.

Find out more about E2M <https://escape2make.org>

About You

- Someone who is efficient and highly organised.

- Able to support our Board on a quarterly basis.
- Highly capable of working with others.
- Efficient at communication and organisation.
- Skilled in the creation of formal documents.
- A confident communicator who is highly reliable.
- Enthusiastic and positive.

The Role

The position is a Trustee for Escape2Make, as such you will contribute to discussions as a full board member. This role is not simply minute taking.

The appointed person will liaise with the Board Chair and Chief Operations Officer (COO) to coordinate content for, attendance at and record quarterly Board meetings.

Meetings typically take place in the evenings between 5pm – 7 pm via teams four times a year.

They will:

- Liaise with the Chair, COO and other Board members to set out the agenda for each Board meeting.
- Arrange board meetings via Teams and invite participants.
- Coordinate content - supplied by E2M team members - into a Board pack, for dissemination to members no less than two weeks prior to each meeting.
- Create an amalgamated summary report from all working groups as part of the Board pack.
- Send reminders to and take apologies from Board members ahead of each meeting.
- Attend each meeting (virtually) to take minutes.
- Contribute to Board discussions.
- Ensure all actions are attributed to named individuals.
- Type up and edit the minutes to a high professional standard for approval by the Chair and CEO, within 48 hours of the meeting.

Take on, from time to time, additional board related responsibilities such as:

- coordinating and minuting any additional meetings including sub-committees.
- coordinating applicants' attendance at interviews for new Board members.
- supporting coordination of any Board events e.g., fundraising events, away-days or residentials, social occasions.

Additional responsibility

We are looking for, in addition to the board Secretary Trustee role the individual to take on being the Duke of Edinburgh verifier, training will be provided.

Role requirements include:

- Good working understanding of Microsoft 365 Teams, SharePoint and One Drive.

- Efficient organisational skills.
- Confident communications skills.
- Excellent listening and note-taking skills.
- Confidence in communicating with fellow trustees.
- Capable of summarising meetings and discussions succinctly and formally.
- Confidence in writing and editing official documents.

This role could be suitable for someone interested in their first-board role. Someone who is keen to learn about Boards and how they function.

You will have the opportunity to work and learn from experienced board members thus developing your skills.

There is mandatory training for this role plus specific training to support the Duke of Edinburgh verification process.

We are also open and interested to hear from anyone regarding other areas where they feel they may have expertise to offer our Board.

The successful candidate would be onboarded and mentored by one of the trustees for guidance on our ways of working, development, and support.

Application Process

To apply please email j.samson@escape2make.org with the following:

1. Your CV
2. An email or covering letter introducing yourself and highlighting any professional or personal experiences that might be relevant to the role (no longer than a page)

If you have any questions, before you apply, please email j.samson@escape2make.org I will be very happy to assist you.

- Closing date 17th January 2024
- All applications received will be reviewed.
- All applications will then be shortlisted, and everyone contacted for progression and feedback.
- For those successful people an informal meeting will then be arranged to determine skills, experiences, personality and for questions at a mutually agreed date and time.
- All final stage candidates will be contacted as to success and for feedback.

Equality and Diversity Statement.

At E2M we are Youth led and committed to sustaining a diverse workforce at E2M. We know *when we connect with different perspectives, we can imagine new possibilities, inspire innovation, and release the full potential of our people.* Since our work engages people from diverse communities, we especially welcome applicants who are of colour, disabled, neurodivergent, LGBTQ+, have refugee or asylum seeker background or heritage or are from low-socio economic backgrounds. *We're building an employee experience that includes appreciation, belonging, growth, and purpose for everyone. We seek individuals who want to contribute to getting us there. We look forward to hearing from you.*