



BOARD SECRETARY

What is Queens Heath Pride?

We are an annual pride event, rooted within Kings Heath on the local high street. We provide a celebratory environment for local LGBTQIA+ people to come together, connect and celebrate. The event has grown, and includes a march, performance stage, children's area, and market.

About Queens Heath Pride

Queens Heath Pride began life in 2021 as a form of counter-protest/social experiment hybrid to investigate the effect that improving the Kings Heath (which shall now forever be known as Queens Heath) area for queer people could have.

In the first 4 years the event was organised as a partnership by local residents and businesses, Enjoy Kings Heath, and community stakeholders.

In 2025, QHP was formalised as a CIC, enabling it to be a non-profit, non-commercial organisation. It is undertaking a journey to ensure longevity, sustainability, and achieve lasting impact for local LGBTQIA+ communities.

Role Purpose

As the Board Secretary of our organisation, you will play a pivotal role in ensuring the smooth operation of the board and the organisation's governance processes. Your meticulous attention to detail, exceptional organisational skills, and commitment to maintaining accurate records will be integral to our success. This position offers an opportunity to contribute to effective governance and organisational transparency.

Key Responsibilities

- Prepare and distribute agendas and papers for Board and sub-committee meetings with the Chair and Project Manager.
- Coordinate and schedule board meetings, ensuring the availability of board members and relevant stakeholders.
- Take clear, accurate minutes that reflect discussions, decisions, context and agreed actions.
- Maintain key governance records, including Director details, conflicts of interest and policies and make them readily accessible.
- Support compliance with the CIC's governing document and other legal requirements.
- Assist with timely statutory filings and good governance practice.
- Act as a trusted point of reference for governance-related queries.
- Assist in the coordination of orientation and onboarding for new board members.

Person Specification

Essential:

- Strong organisational skills and attention to detail.
- Clear, inclusive written communication.
- Respect for confidentiality and sensitive information.
- Proficiency in using Google-suite and digital collaboration tools.
- Commitment to QH Pride CIC's mission and lived-experience-informed values.

Desirable:

- Experience in CIC governance, company secretarial work or trustee roles.

Are you the right person?

We want our Board to be supportive, collaborative, and values-driven and are looking for the following qualities:

1. **Meticulous Attention to Detail:** The Board Secretary must have a focus on accuracy and precision, ensuring that meeting minutes and board records are complete and error-free.
2. **Organisational Skills:** Strong organisational abilities are essential for managing board documents, schedules, and logistical details related to board meetings and activities.
3. **Dependability:** Board members and leadership rely on the Board Secretary to ensure the smooth flow of board meetings and the timely distribution of materials. Dependability is crucial.
4. **Confidentiality:** As the custodian of sensitive board information, the Board Secretary must demonstrate the utmost discretion and maintain strict confidentiality.
5. **Strong Communication:** Effective written and verbal communication skills are essential for conveying meeting proceedings, responding to inquiries, and fostering clear communication among board members.
6. **Adaptability:** The Board Secretary should be adaptable, able to handle changing meeting schedules, agendas, and priorities as the needs of the organization evolve.
7. **Diligence:** Diligence in tracking and following up on action items and ensuring that they are addressed and resolved is vital for effective governance.
8. **Commitment to Transparency:** The Board Secretary should be dedicated to upholding transparency in governance practices and maintaining an accurate record of board activities.
9. **Professionalism:** A professional demeanour is essential, both in interactions with board members and in the preparation and handling of board materials and records.
10. **Ethical Conduct:** Upholding a strong sense of ethics and integrity is paramount, as the Board Secretary plays a central role in ensuring adherence to governance principles and compliance.

Time commitment:

- The appointment will be made initially for three years
- The role requires the equivalent of around 0.5- 1 days per month
- Board meetings are hosted quarterly in Kings Heath
- Like most CIC Director roles, this role is offered on a voluntary basis, reasonable expenses incurred will be remunerated
- Directors are expected to attend certain events throughout the year, in particular Queens Heath Pride

Application procedure**Deadline: 01 July 2026**

We actively encourage applications from people underrepresented in governance roles. This includes people who are racialised, those who identify as, (d)Deaf, disabled and/or neurodiverse, trans and non-binary, and those who are care experienced.

[Please apply by filling out our google form](#)

This form will ask for:

- Short supporting statement outlining how your skills and experience align with the role description and guidance above.
- CV
- Contact Information

We will be aiming to have **interviews on an evening between 13 -15 July** in Kings Heath.