

Volunteer Role Description

KPA Company Secretary

Trustee and Committee Member



Guy's and St Thomas' Kidney Patients Association (GSTTKPA) is a registered charity founded in 1980 which aims to support kidney patients and kidney research at Guy's and St Thomas' Hospital and the Evelina London Children's Hospital. Guy's and St Thomas' NHS Foundation Trust is a centre of excellence for the treatment of kidney disease. The kidney services treat adults and children living in South East London and the surrounding areas.

KPA activities:

GSTTKPA helps patients, for example, by funding grants for social events in the dialysis units, funding attendance at the Transplant Games, providing grants to support kidney research activities at the Hospital and promoting organ donation.

Membership of the KPA:

All Guy's & St Thomas' kidney patients, families, carers and kidney staff are members. Young kidney patients treated by Evelina London at St Thomas' are also supported by and involved in the KPA.

The KPA Trustee and Committee meetings:

The KPA meets ten times a year. There are five Trustee meetings, four Committee meetings and the Annual General Meeting (in November each year). Meetings take place either on-line or in person at Guy's Hospital. The Trustees and committee members should include representatives from patients, parents of young kidney patients and kidney staff.

Role of the Company Secretary:

The Company Secretary is a key role supporting Trustees and Committee Members by ensuring there is efficient administration processes, and good governance to comply with legal and regulatory requirements.

Election and Term of the Company Secretary:

The Trustees will elect the Company Secretary in line with the KPA's Articles of Association and they will be voted in by the Members at the AGM. The Company Secretary may serve for 3 years providing they remain a Trustee.

Key Duties of the Company Secretary:

- Ensure the KPA's records with Companies House and the Charity Commission are kept up to date.
- Complete and submit annual returns to Companies House and the Charity Commission
- Ensure the Trustees Report and Annual accounts are submitted to Companies House and the Charity Commission, working with the Treasurer
- Ensure the KPA complies with all relevant governance requirements, that all meetings are minuted and records maintained. Support the Chair to ensure all decisions are taken in line with the KPA Articles of Association, Companies Act and Charity Commission requirements.
- Schedule Trustee and committee meetings, agreeing agenda with Chair, gathering papers and sending out ahead of meeting, organising and hosting Zoom, booking rooms as required
- Support the Chair with organising the KPA AGM, agreeing the agenda, liaising with speakers, organising the venue and online access, ensuring decisions are taken in line with the KPA Articles of Association, Companies Act and Charity Commission requirements.

- Manage the info@email account and being point of contact, sharing emails to relevant trustees, committee meetings, ensuring all actions are followed up
- Collecting and dealing with post to Renal Offices, banking cheques, scanning relevant papers to Treasurer, writing thank you letters to Donors. The offices should be visited monthly. The Company Secretary will take the lead on this, organising a rota with other Trustees and Committee members as required to ensure post is collected and acted on promptly.
- Contribute to the work of the board by sharing ideas or any feedback received
- Maintain an up-to-date register of Trustees and Committee Members including dates of appointment
- Liaise with the Chair to ensure that the appointment of Trustees and Committee members is handled correctly at the AGM in line with the Articles of Association
- Liaise with voluntary services at Guy's Hospital, on behalf of the KPA, to ensure that all Trustees and Committee members are up to date with checks and training.
- Act responsibly and appropriately as a KPA Trustee by following the key principles as outlined on page 6

Time Commitment:

The role requires a regular time commitment of approximately two or three days a month. Additionally you will need to attend Trustee/Committee meetings as appropriate.

Volunteer Status:

All Trustees and Committee members must sign up as Volunteers of Guy's Hospital this includes completing any DBS and training requirements in line with the Trust's standards.

Other requirements:

All Trustees will also need to undergo due diligence checks and complete a Trustee eligibility declaration form. Please note that the table that covers the functional requirements for this role is used by the Trust's occupational health services when assessing volunteers for their KPA role. The functional requirement section is currently part of Guy and St. Thomas's Trust requirements. Even though the clinical aspects do not pertain to KPA volunteers the table does cover other key requirements, such as, standing, sitting etc.

Skills, qualities and experience:

Person Specification

Key Requirements	Essential	Desirable
Possess legal and governance experience gained at a strategic level, ideally with experience from another trustee role	X	
Great organisational skills and administrative experience	X	
Ability to present concise, easy to understand minutes at committee meeting and at the annual general meeting	X	
Strong communication skills verbally and in writing	X	
Good IT skills to be able to capture minutes, deal with emails, scanning attachments, maintaining online filing systems	X	
Ability to use initiative and resolve problems	X	
Commitment, enthusiasm and a good understanding of the challenges and opportunities associated with being a kidney patient.	X	
Able to work independently and as part of a team	X	
Committed to equality, diversity and inclusion	X	
Understanding of the need for confidentiality	X	
Adaptable and willing to learn		

	X	
Awareness of Safeguarding procedures		X

FUNCTIONAL REQUIREMENT FORM

Job Title: KPA Company Secretary

Ward/Department: GSTT KPA

Recruiting Manager: KPA Chair

Shift Pattern: n/a

Directorate & Site: Renal. At Guys,
St Thomas' hospital

Line Manager: KPA Chair

Requirements	Never	Occasional 0-33% of work time	Frequent 33-66% of work time	Constant 67-100% of work time
A. Physical				
1. Sitting			X	
2. Standing			X	
3. Walking			X	
4. Lifting and handling patients	X			
5. Lifting and handling objects e.g. boxes		X		
6. Push/pull e.g. trolleys	X			
7. Bend/squat/crouch/kneel/crawl	X			
8. Climb/descend stairs		X		
9. Climb ladders/work at height	X			
10. Using hands above shoulder height	X			
11. Twist/spinal rotation	X			
12. Sedentary/ immobile posture	X			
13. Reaching forward	X			
14. Simple grasping/fine manipulation/ manual dexterity	X			
15. Applying hand grip force	X			
16. Typing		X		
17. Writing		X		
18. Operating foot controls	X			
19. Repetitive movement	X			

20. Work in confined spaces*	x			
21. Work within a team				x
B. Psychosocial				
1. Repetitive/complex tasks requiring attention to detail		x		
2. Ability to concentrate/good memory				x
3. Communication demands (phone/e-mail/face-to-face)				x
4. Night worker	x			
5. Rotational shift work	x			
6. Requirement to wear personal protective equipment		x		
7. Required to deal with distressing/ challenging situations			x	
8. Requirement to deal with anxious/aggressive people		x		
9. Requirement to work to deadlines		x		
10. Requirement to supervise others	x			
11. Lone work		x		
C. Sensory			Yes	No
1. Good vision essential (with or without glasses)			x	
2. Good colour vision essential				x
3. Good hearing essential (with or without hearing aid(s))			x	
D. Additional screening required pre-commencement			Yes	No
1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis*				x
2. Food handler*				x
3. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				x
4. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				x
5. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)				x
6. Classified worker under the Ionising Radiation Regulations				x
E. Additional immunity/screening post commencement			Yes	No
1. Contact with/access to patients			x	
2. Contact with/handling clinical specimens				x

Principles by which KPA Committee Members and Trustees should conduct themselves

Selflessness

Committee members and trustees should act solely in the interests of KPA members.

Integrity

Committee members and trustees should avoid placing themselves under any obligation to people or organisations that might try to influence them inappropriately. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any conflicting interests.

Respect

Committee members and trustees should respect the views of all KPA members and ensure that all such views are acknowledged and discussed in an open, fair and equitable manner.

Objectivity

Committee members and trustees should act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Committee members and trustees are accountable to KPA members for their decisions and actions.

Openness

Committee members and trustees should act and take decisions in an open and transparent manner and all relevant information should be available to KPA members.

Honesty

Committee members and trustees should be truthful and honest.

Leadership

Committee members and trustees should actively promote and robustly support these principles in all activities related to the KPA.

[Adapted from The Seven Principles of Public Life January 2013]