

## Expression of Interest: Secretary

Rev Derek Johnston steps down as a Director and Secretary after December 2025, having completed the full term permitted by the Standing Orders September 2024 of 10 years.

It was agreed at the Directors' meeting on 19th June 2025 that we should start the process for appointment of new Secretary to the Board as soon as possible.

### UKBHC Ltd Standing Orders September 2024

**7.4** A secretary will be appointed to support the administration of the Board.

#### ➤ **Responsibilities**

As secretary, you'll need to:

- guide the chair and the Board to ensure they are operating in accordance with rules and regulations
- support the chair in ensuring the Board functions efficiently and effectively
- facilitate good communication between the Board, sub-committees, registrants and other interested parties
- build effective working relationships, which requires discretion, diplomacy, tact, emotional intelligence and the ability to influence and build trust
- take responsibility for the administration of the Board, for example: maintain a register of directors' interests, organise Board meetings, prepare agendas and take minutes
- file necessary documents with Companies House, such as annual tax returns and audit reports
- inform Companies House of any significant changes to the Board's administration or registered address

#### ➤ **Essential values and knowledge that are important for this role**

- Open-mindedness, yet with a clear vision
- Respect for others regardless of background or views
- Service of others
- Good listening and communication skills
- Organisational knowledge of the role and workings of UKBHC
- Good planning and organisational skills
- Honesty and integrity
- Harmony

- An interview panel may be set up to shortlist and then to interview. The panel will normally consist of three designated Board members
- Please note, there must be two referees supporting the expression of interest, who can confirm suitability and capability for the role
- This is a voluntary role, but reasonable expenses can be claimed for attendance at meetings or other necessary agreed UKBHC expenses
- Thank you for your interest and support

Please complete and return by 31st October 2025, to the chair, Sarah Crane, at -

[chair@ukbhc.org.uk](mailto:chair@ukbhc.org.uk)

Website - [UK Board of Healthcare Chaplaincy - UKBHC](https://www.ukbhc.org.uk)

**UKBHC Secretary**  
**Expression of interest**

**Name:** \_\_\_\_\_

**Contact address & email:** \_\_\_\_\_

\_\_\_\_\_

**Please attach separate CV:** \_\_\_\_\_

**Please outline how your experience aligns with the requirements of a secretary as set out opposite. Please also describe any particular skills, knowledge and experience you bring and contributions you can make:** \_\_\_\_\_

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**Explain your future vision for UKBHC:** \_\_\_\_\_

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**Referees - Name, Role, Email address:**

**1:** .....

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**2:** .....

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**Please confirm if you are a full UKBHC registered practicing chaplain - YES / NO**

**Signature:**

**Date:**