



## **ROLE DESCRIPTION – SECRETARY – Womankind Worldwide Inc.**

Womankind Worldwide Inc., the American 501(c)3 arm of Womankind Worldwide based in London, is seeking a Board Secretary.

### **About Womankind Worldwide**

Womankind Worldwide is an international women's human rights charity, based in London, working to help women transform their lives in Africa, Asia and Latin America. We partner with women's rights organisations in-country who are challenging discrimination and violence. Womankind delivers the essential support – funding, expertise, contacts and publicity – these women's organisations need to amplify their voice, increase their impact and bring about greater change. Last year we worked with 37 women's organisations in 15 countries.

Womankind Worldwide's vision is of a world where women are equal, secure, respected and proud. In order to achieve this, we work to:

- 1) End violence against women
- 2) Increase women's participation and voice in society and politics
- 3) Secure women's human rights through influencing policy, raising funds and changing attitudes
- 4) Strengthen Womankind to ensure maximum impact

Womankind Worldwide was founded by Sir Alec Reed of Reed Employment plc. His aim was to set up a charity to support women in developing countries, which he would finance for three years through Reed Employment and through Reed Charity, and the charity was launched on International Women's Day in 1989. Since our beginning, we have provided funding, training and networking and learning opportunities to millions of women, girls and their families in Africa, Central and South America, South Asia, Eastern Europe and the UK. We are now establishing an American 501(c)3 arm of Womankind for fundraising and awareness building purposes

### **Role Purpose**

1. To take minutes of Board meetings and keep Board records
2. To take a leadership role in fundraising and grantmaking.

### **The responsibilities of the Secretary will include:**

- Arranging Board meetings and planning the annual cycle of Board meetings and elections
- Taking minutes of and keeping accurate records of all Board meetings
- Keeping up-to-date with the charity's affairs
- Representing the organization at functions, meetings and acting as spokesperson as appropriate.

### **Person specification for the Secretary:**

*In addition to the qualities needed by all Board members, the Secretary should also possess the following:*

- Experience of working with committees
- Tact and diplomacy
- Good 'people' skills
- Impartiality, fairness and the ability to respect confidences
- Experience of or interest in international development

**For more information on Womankind and our work, please visit our website at [www.womankind.org.uk](http://www.womankind.org.uk). For questions regarding the Board positions or to apply, please contact Laura Quinn at [Laura2@womankind.org.uk](mailto:Laura2@womankind.org.uk).**