



# Board of Trustees - Honorary Secretary

## April 2025

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### Welcome from our Chair

Homeshare International (HI) is a very small charity working on a global scale. Set up in the UK over 25 years ago, I have been involved with the charity for 20 years and have been Chair since October 2024.

Homeshare is a term that is used in different ways. For HI, it involves a 'homesharer' being carefully matched with a 'householder' in an exchange of services: affordable accommodation for help in the home. This match is undertaken by a professional organisation: a homeshare programme.

Our founder, Nan Maitland was an extraordinary woman who realised that homeshare programmes were operating in many countries across the world but were unaware of each other's existence. She set up Homeshare International to bring these programmes together so they could share their experience, learn from each other, and support the development of new initiatives. Since 1999, HI has been finding innovative ways to achieve this through in-person and online events. For a small organisation, we have wide reach. For example, our 2019 in-person Brussels Congress was opened by the Queen of the Belgians! In 2026, plans are underway for our World Homeshare Congress to be hosted in North America for the very first time.

At a time when many countries face similar issues around affordable accommodation, an ageing population and social isolation in older and younger generations, homeshare has never been more relevant. We are looking for an Honorary Secretary who shares our values and can help us to take this small, dynamic charity to its next level. Please do join us.

**Elizabeth Mills, OBE**  
**Chair, Homeshare International**



## Homeshare International

***“Homeshare is a simple but brilliant idea. Companionship and mutual support are at the heart of homesharing – not financial gain.”***

### About

Homeshare International is an educational charity, founded in the UK in 1999 and re-established as a Charitable Incorporated Organisation in 2016. Trustees are drawn from many different countries, and most are actively involved in homeshare programmes and networks.

Homeshare International supports a network of professionals worldwide who run homeshare programmes.

Our aims are to:

- Encourage learning and good practice
- Foster new programmes
- Understand the impact of homesharing
- Raise public awareness of what homesharing can offer as a solution to many of society's needs

We do this by:

- Connecting homeshare programmes around the world
- Enabling the sharing of learning and information
- Raising awareness of homesharing and its potential among professionals and policy makers
- Providing support and advice to new homeshare programmes
- Promoting good practice
- Encouraging research to support the positive impact of homeshare

To find out more about our organisation, please click here: <https://homeshare.org/>



## The Role

<b>Role:</b>	Honorary Secretary
<b>Location:</b>	UK
<b>Remuneration:</b>	This is a voluntary un-paid role.
<b>Term:</b>	The Honorary Secretary is appointed for a term of office of 3 years (which may be extended by one year with the agreement of the majority of trustees). All trustees are able to serve a maximum of 3 consecutive terms.

## Role Summary

The Board of Trustees is responsible for setting the strategic aims, objectives and direction of Homeshare International (HI) and for overseeing operational delivery with the help of the part-time Director. The trustees have legal responsibility for the management of the charity.

The Homeshare International (HI) Honorary Secretary is a key member of the Board of Trustees and will work closely with the Chair of the Trustees, the Treasurer and the part-time Director to support HI to achieve its charitable objectives. This is a newly created role which is critical to the governance and operation of HI.

The main function of the Honorary Secretary is to support the board with administrative duties and ensure the charity complies with charity law and any other relevant legislation or regulations. You will also work with the Treasurer to ensure the Annual Accounts to the Charity Commission are completed and submitted on time.

## Responsibilities

- Schedule quarterly board meetings, prepare the agenda, request and circulate other documents and reports as required.
- Attend board meetings, take and circulate minutes, follow up action points.
- Sit on the Governance sub-committee, which meets approximately twice a year.
- Supported by the Chair, oversee the appointment and induction of all new trustees.



- With the Chair and Treasurer, work to ensure the organisation fulfils its duties and responsibilities for effective charity governance in line with HI's policies and the requirements of the Charity Commission for England and Wales.
- Support the organisation in pursuing its stated charitable objects as defined in the Constitution.
- Help ensure operational plans and budgets support the charity's vision and strategy.
- Facilitate HI's compliance regarding governing document, policies, charity law and any other relevant legislation or regulations.
- Work to ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Work to ensure the charity is carrying out its purposes for the public benefit.
- Support the organisation in defining its goals and evaluating performance against agreed targets.
- Ensure trustees follow a shared code of conduct and uphold its principles. Ensure there are fair and transparent processes to address any situation where trustees may not adhere to these standards and action may need to be taken.

## Candidate Profile

### Person Specification

- Competent IT, organisational and administrative skills.
- Understand and accept the legal duties, responsibilities and liabilities of trusteeship, and the Honorary Secretary role in particular.
- Be able to evaluate and interpret management information and other data/evidence.
- Commit to upholding the good name and values of the organisation.
- Commit to working constructively as part of a team and contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.
- Have a willingness to devote the necessary time and effort.
- Have a genuine interest in homeshare.
- Have a commitment to HI's aims, objectives and values.
- Strong Interpersonal skills to collaborate with fellow trustees, staff, and stakeholders.
- Capacity to serve as an advocate for the organisation when needed.



## Additional Details

- The Honorary Secretary must be legally eligible to stand as a registered Company Director and Charity Trustee, and should be based in the UK.
- Previous experience as a trustee of a UK voluntary organisation is an advantage

## Terms of Appointment

- The Honorary Secretary is appointed for a term of office of 3 years (which may be extended by one year with the agreement of the majority of trustees).
- The Honorary Secretary is required to attend scheduled meetings every 3 months with some ad hoc meetings where necessary. These may be at unusual times due to the international nature of the board.
- It is anticipated that the time commitment would be approximately 2 days per month, in a voluntary capacity. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).

## External Links

This role description should be read alongside [HI's Constitution](#) (governance document) and [Code of Conduct](#).

The UK government provides full details about the role and responsibilities of being a trustee of a UK charity. We ask that you read through this carefully: [The essential trustee](#)

## How to Apply

***\*\*Please Note, all applications and any correspondence or questions with regards to this role, will be managed directly by Homeshare International.***

To apply for this role, please fill out this [HI Trustee Application Form](#) and return it to [hi@homeshare.org](mailto:hi@homeshare.org). You are also welcome to email to arrange an informal discussion about this role, or/ if you feel you have other skills that may complement the work of the board.

Further Information on the Homeshare International Website, can be found here - [Governance | HomeShare International](#)



## Timeline

**Closing Date:** No current closing date, applications will be reviewed as they come in.

**First stage interviews:** TBC

**Final interviews:** TBC

## Selection Process

Candidates will receive an update regarding their application from Homeshare International. We advise candidates to add HI's email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of Homeshare International's values. Staff and Trustees are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [hi@homeshare.org](mailto:hi@homeshare.org) in the first instance.

## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: [oxfordhr.com](https://oxfordhr.com)