

- Role:** Secretary to the Board of Trustees
- Location:** Remote, but with one in-person meeting per year. Must be based in the UK.
- Hours:** 2-3 hours per month
- Pay:** Voluntary, with reasonable expenses reimbursed.
- Interviews:** Joining the HMF board will be a process that include telephone interviews, observation of board meetings, in person visits to the Hearts Milk Bank, and discussions with the other trustees, with a mutually suitable start date as soon as possible thereafter.
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Role Summary

The Human Milk Foundation charity provides donor human milk to sick, premature babies in hospital neonatal intensive care units and families at home such as mothers with cancer. Much like donated blood, donor human milk can help save lives. Our aim is to scale up and build a national milk bank service so that every baby who could benefit can access donor milk. There's a short video which demonstrates the impact of our work here - Amelia's story: <https://humanmilkfoundation.org/get-involved/heroes/>

The Human Milk Foundation (HMF) is looking for a volunteer to fill the role of Secretary to the Board of Trustees. The secretary's primary responsibility is the smooth and efficient running of meetings of the trustee board, providing assistance and support to the chair of the board of trustees. The charity secretary will ensure that meetings are scheduled and diarised, circulating minutes, documents and agendas ahead of time. Your role will be to ensure that trustee meetings, including the AGM are properly administered and minuted. You may also be involved in monitoring the action points from meetings and ensuring that all decisions made by the trustees are in accordance with the governing document and reflect the objects of the charity.

Key Tasks:

- Plan and prepare trustee meetings and the AGM including arranging meeting dates, venues, virtual meeting details, reminders, minutes, and other documents.
- Create meeting agendas together with the chair and senior leadership team and circulate.
- Minute committee meetings or ensure another minute taker is available.
- Specifically record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Make arrangements for the annual report from Trustees.

Time commitment

We meet formally once every two months with a remote meeting of up to 2 hours, with a one-hour update call on alternative months when required. While most meetings can be conducted virtually, one meeting each year will be held face-to-face.

What skills would I need?

Good listening, oral and literacy skills. The role would suit someone who is organised and methodical, able to take minutes and keep accurate records. Personal integrity, ability to act in accordance with our confidentiality policies and good judgement are essential. Knowledge of the charity sector and charity law would be a plus but are not essential.

Conflict of interests

Applicants should declare any personal or professional links which may be perceived as a conflict of interest with the aims of the charity. This includes, but is not limited to, an association with a company which does not adhere to the WHO International Code of Marketing of Breast-Milk Substitutes.

Charity overview

The Human Milk Foundation (HMF) charity is based at Gossoms End Health Centre in Berkhamsted, Hertfordshire. Our goal is to support more families to feed their babies with human milk, through education, research and the supply of donor human milk.

We operate the UK's first independent, non-profit human milk bank - the Hearts Milk Bank (HMB, www.heartsmilkbank.org) providing donor human milk to over 50 NHS hospital neonatal units across England and Wales. Much like donated human blood, donor human milk can help save lives. Premature babies are very vulnerable and at risk of life-threatening conditions such as necrotising enterocolitis (NEC), a condition which causes some or all of the bowel to die. Parents who have given birth early are sometimes unable to produce their own milk straight away and can be very unwell themselves. In these situations, safe, screened donor human milk can act as a medicine to protect the baby during the first days and weeks after birth; it also allows mothers the time and support to establish their own milk supply, supporting breastfeeding and parental mental health.

Milk banks operate in a similar way to the blood transfusion service. The HMB team recruit milk donors who undergo blood tests and a detailed lifestyle and health questionnaire before donating milk. Donor milk is collected from donors by volunteer SERV ("blood-biker") volunteers and delivered to the milk bank where it is heat-treated (pasteurised) to destroy potentially harmful bacteria and viruses, checked by microbiologists to make sure that there is no bacterial contamination and stored frozen. The milk is collected and delivered to hospitals and to parents in the community who cannot breastfeed such as those with cancer, HIV or lack of breast tissue.

A key pillar of the charity's work is to build an evidence base demonstrating the impact of this unique intervention in improving infant health, parental wellbeing and breastfeeding rates. Our work includes research and evaluation, along with training and education for healthcare teams. The HMF also supports a range of research projects in association with universities.



The Human Milk Foundation is a small team of dedicated individuals with a broad set of skills and lived-experience. We all have a great passion to make change to improve the health of parents and their babies, and we look forward to welcoming new members of the board who share this passion.

Application process

Applications are welcomed from every part of the UK.

Please send a CV and covering letter to trustees@humanmilkfoundation.org.

Applications will close early if sufficient applications are received.

The HMF is committed to promoting equal opportunities. You and any applicants to this role will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).