



Company Secretary - Role Description

General Information

The role of the Company Secretary is to support the Chairman by ensuring the smooth running of the Board meetings and to provide advice and assistance to the Board, the Chairman and the General Manager in all matters relating to Debenham Village Hall & Playing Field Trust, hereinafter called the Organisation.

The viability of the Organisation and the views of the staff, volunteers, users and Trustees / Directors should be his / her primary concerns. The Secretary must be fully committed to the aims, objectives and policies of the Organisation and its services, and understand the organisation's priorities.

Company Secretary's duties

The Company Secretary is accountable to the members of the Organisation through the Board. He/she is expected to observe total confidentiality.

The Company Secretary is expected to attend:

- Meetings of the Board
- The Annual General Meeting
- Sub-committee/working group/advisory group meetings as necessary

The Company Secretary is required to be familiar with his / her responsibilities to the Registrar of Companies under Companies Act and to the Charity Commission under the Charities Act.

If a non-paid member of staff, the Company Secretary is elected at the 1st Board Meeting following the Annual General Meeting and is expected to serve a term of 3 year(s) as detailed in the governing document. In common with all trustees, the Company Secretary is eligible for subsequent re-election.

Company Secretary's responsibilities

- To ensure that the requirements of company law are met including:
- Maintaining and updating the statutory registers as required
- Ensuring that statutory forms are filed promptly, including changes to the directors of the company and annual returns and accounts
- Providing members and auditors with notice of meetings
- Sending the Registrar copies of resolutions and agreements
- Supplying a copy of the accounts to those entitled to receive copies
- Keeping or arranging for the keeping of minutes of directors' meetings and general meetings, including the annual general meeting
- Ensuring that people entitled to do so can inspect the company records
- Custody and use of the company seal
- To ensure all arrangements relating to meetings of the Board has been made e.g. the booking of a room, arranging for equipment and refreshments, organising facilities for those with special needs.
- To provide support in the drawing up of agendas and reports.
- To ensure that a quorum is present at meetings of the Board, where appropriate.
- To provide support for distributing agendas, minutes and reports and to ensure that the Chairman has approved these papers.
- To advise the Chairman on effective business and committee procedures as appropriate to the Organisation.
- To represent the Organisation as directed by the Chairman or the Board.

Debenham

Sports & Leisure



- To attend the organisation's events and activities as directed by the Board.
- To participate in relevant training as appropriate.
- To revise this Role Description as necessary in consultation with the Board.

Date: 24th November, 2011