

Company Secretary Role Description

VOLUNTARY ROLE

A Company Secretary is required to support Bethany's Legacy in ensuring that its' legal obligations are being met under company law.

Duties Include

- Maintaining the statutory registers including the register of members.
- Ensuring that statutory forms are filled promptly.
- Providing members with notice of meetings.
- Sending Companies House information about appointment or registration of Directors.
- Sending a copy of the accounts to every member of the director's meetings and general meetings.
- Ensuring that people entitled to do so can inspect company records.

Other Duties

- To ensure that meetings such as the Annual General Meeting comply with the Bethany's Legacy's governing document and its procedures (e.g. voting).
- To maintain records including past and present office bearers
- To ensure that publications such as annual reports and accounts, and their dissemination, comply with the organisation's governing document and statutory requirements.
- To keep under review all legislative, regulatory and governance developments that might affect decision making or the organisation's operations.

Qualities and Skills Required

- Knowledge of company and charity law.
- Understanding the role and responsibilities of the Management Committee.
- Well organised and an eye for detail.

Time Commitment: The role of Company Secretary requires an estimated commitment of 2 hours per month

Application Process

- Please send an up to date CV and covering letter showing how you meet the qualities and skills required of the role to Simon Preston, Chair using the contact details below by **Friday 6th September 2019**