

## **Role of Company Secretary**

**The Company Secretary provides support to the Chair and the Board and ensures our compliance with our legal and regulatory requirements as a company limited by guarantee and as a registered charity. They advise the Board on our Articles of Association and any other governance matters and provide administrative support to the Chair.**

### **1. Regulatory requirements**

Ensures that:

- returns & notifications are made to Companies House & the Charity Commission on time;
- the financial reports are prepared and sent by our accountants;
- the annual Trustees report is prepared and sent by the Chair.

### **2. AGM and General Meetings**

Ensures that:

- notices and papers for the meeting are drafted and distributed;
- final list of members is approved by the Board;
- and supports the Chair in overseeing the running of these meetings on the day.

### **3. Board recruitment process**

- supports the Chair in running the recruitment process for new Directors/Trustees and ensures compliance with Charity Commission & Companies Act requirements and the Articles of Association;
- ensures that new directors are registered at Companies House and the Charity Commission and gives notification of any retiring directors;
- supports the Chair and General Manager in completing all elements of Board induction.

**4. Review process**

- ensures policy, strategy & core documents are reviewed at programmed times;
- assists the Chair with constitutional review when necessary.

**6. Conflicts of Interest**

- maintains annual register.

**7. Safeguarding and Whistleblowing Officer**

- acts as point of call for board members, staff and volunteers for safeguarding and whistleblowing matters and ensures appropriate investigation.

**8. Training**

- sources and organises any board member training.

**Board register**

- maintains a register of Board member contact details.

**10. Membership**

- ensures that new members are approved at each Board meeting
- acts as a point of contact with the Company/Charity for members.

**11. Any other duties the Chair, Board and Company Secretary agree to be appropriate.**

April 2025