

# Sample job description: Company secretary of the board

The trustees have the (non-obligatory) power to appoint a secretary of the company in accordance with the Companies Acts from either amongst themselves or a deputy who is not a trustee.

Where there is a suitably qualified senior administrative employee, such as the CEO/director, then the trustees would normally consider them for this role.

The company secretary is responsible to the board of trustees. Responsibilities:

- Ensure lawful governance of the organisation and to provide comprehensive legal and administrative support and guidance to the board so as to promote robust standards of governance
- Ensure compliance with company statutory and regulatory requirements and to ensure timely submission of accurate information to Companies House
- Ensure compliance with charity statutory and regulatory requirements and the timely submission of annual returns, annual reports and trustee reports to the Charity Commission
- Maintain the company register of members and trustees
- Maintain company books and records and to comply with the requirements of the auditor
- Ensure that all company meetings comply with relevant rules, statutes and regulation
- Ensure members and auditors receive notice of all meetings and to supply them with the relevant documents for the meeting
- To keep and circulate minutes.