

## Job Description

### Company Secretary

#### Introduction

The post holder is required to be a trustee and member of the Board.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

#### 1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

#### 2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

#### 3. Job Description

3.1 Deal with incoming email correspondence. Responding to any emails that the secretary can handle directly and forwarding others to the relevant trustee, assistant or group coordinator and discarding rubbish.

3.2 Submit the annual Confirmation Statement to Companies House, confirming the details that they hold are correct and up to date.

3.3 Submit the annual report to the Charities Commission. This again means confirming that the details that they hold are correct plus including a few figures that can be found in the accounts. Attaching pdfs of the Trustees' Annual Report, which the Chairman writes, and a signed copy of the accounts and accountant's report which the treasurer will provide.

3.4 Update our details with both Companies House and the Charities Commission (both online) by removing names of trustees who resign and adding the details of those who become trustees.

3.5 Ensure that the club acts in accordance with the Articles of Association.

3.6 Convene board meetings whose dates are agreed by the board six months in advance. Asking trustees around one month in advance to submit their agenda items by an appropriate date. Compile the agenda and circulate about a week prior to the meeting (all via email). Remind

trustees to circulate reports and discussion papers so that board members can read them before the meeting.

3.7 Work with the Returning Officer to run the Annual General Meeting (AGM).

4. Person Specification

The person needs to be a competent administrator, able to regularly attend the Annual Outdoor Gathering at which the AGM is always held and also be able to attend board meetings. They must have an open, friendly and welcoming approach and be polite at all times, even when dealing with a difficult situation, and be able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

5. General Qualities

As nearly all day-to-day interactions are via the internet the Company Secretary needs to be computer literate and adept at writing clear emails.

6. Specific Skills and Experience

May have previously held the post of Company Secretary in another organisation.

Must be able to attend board meetings.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Trustees may resign at any time.

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