

SUNTRECKERS LTD - Company Secretary Job Description

COMPANY SECRETARY

The Secretary has a legal responsibility to –

- 1 Maintain the Company's Statutory Registers:
 - register of members (and index of members' names if over 50)
 - register of Directors and Secretaries
 - register of Directors' residential addresses
 - register of Director meetings and resolutionsand ensure they are kept completely up to date and with the exception of minute books kept at the Company's registered address.
- 2 Responsibility for filing, in the correct form and with any relevant fees, the following at Companies House within the prescribed time:
 - details of Directors and Secretaries
 - alterations to the Articles of Association
 - the Annual accounts
 - special and certain ordinary resolutions passed by the members
- 3 Responsibility for coordinating any request, by eligible persons, for a copy of any of the above registers which must be complied with within the prescribed time limit.
(Failure to carry out items 1, 2 & 3 will result in the Secretary and other Directors being fined under law)

In addition to the above the Company secretary has responsibility for –

- 4 National Committee Meetings
 - a) arrange the venues and dates of all meetings
 - b) issue Agendas and other relevant documents to directors within the required time before meetings
 - c) ensure formal minutes are taken, kept as a record and circulated to directors within the required time
 - d) produce a written report for directors as required.
- 5 Annual General Meetings
 - a) ensure the correct procedure and timings for nominations and proposed resolutions are carried out
 - b) arrange for the agenda, minutes of the previous AGM, nominations and resolutions are distributed to all members within the prescribed time limit
 - c) be responsible for all voting procedures
 - d) ensure formal minutes are taken and kept as a record
 - e) report to the AGM
- 6 Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
7. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
- 8 General duties
 - a) deal with routine correspondence received and circulate items to appropriate directors
 - b) ensure all directors are informed of all decisions requiring action by them
 - c) along with other National Committee members be responsible for the general administration and management of the Association in accordance with the Articles of Association
 - d) Any other duties reasonably falling within the purview of this post and agreed by the National Committee