



## **Company Secretary - job description, April 2024**

### **Background**

Citizens Advice Waltham Forest is a local charity that has been providing advice, information and advocacy services to residents for over 40 years. We deliver our services across the borough in our office, children's centres and public buildings like libraries and schools. We are responsible for core advice services commissioned by the council and have excellent partnerships with many other charities across the borough.

The charity is governed by a board of trustees, all local people, that now seeks a Company Secretary to support their work. The successful candidate will be interested in charity governance; able to operate independently; and possess the skills to provide a high quality, reliable secretariat to ensure the smooth running of our governance processes.

The role is offered on a self-employed basis and will be suitable for someone who can be flexible. Hours will vary but are likely to be 7 hours per month.

### **Role**

The Company Secretary to the board of trustees is there to ensure the smooth running of all governance processes. Working closely with the chair of trustees and elected officers, you will ensure that records are accurate, up to date and well-organised; that agendas and papers are circulated in good time; that all meetings are minuted and minutes are turned around promptly; and that other duties such as sending updates to the Charity Commission and Companies House are carried out. The board meets four times a year; and one sub-committee (the Resources Committee covering finance and personnel), also meets four times a year. There is a Joint Negotiating Committee which meets on an ad hoc basis, and the AGM in January. All these meetings take place in the evening and are diarised a full year ahead. From time to time support for internal meetings may also be required, some of which may take place during office hours.

### **Responsibilities**

The Company Secretary role provides a range of support to the board to ensure the smooth running of all governance processes, so the list below is indicative rather than exhaustive. The regular activity is sending out papers and minuting board and committee meetings.

- Arrange all board meetings, including circulating papers, agendas, minutes in a timely manner and giving proper notice to trustees, observers, auditors
- Annually support the Chair to arrange the AGM including giving proper notice
- Minute full board and committee meetings ensuring decisions are clearly captured including the AGM

- As required, advise trustees on their duties to ensure compliance with the charity's Articles of Association and with corporate legislation.
- Annually to prepare and file returns to Companies House and Charity Commission
- Maintain a register of past and present directors and secretaries and ensure that Companies House is informed of appointment or resignation of directors.
- Sending a copy of the accounts to every member of the director's meetings and general meetings.
- Create and maintain records including being responsible for retention of documents and records in accordance with Citizens Advice Waltham Forest systems and procedures
- Any other relevant administrative and support duties required to ensure the smooth running of governance processes, including attending other meetings as required.
- Ensure that work undertaken reflects and supports Citizens Advice's Stand Up for Equality strategy.

**Time Commitment**

The role of the Company Secretary requires an estimated commitment of 7 hours per month. This will vary and hours are not guaranteed.

**Remuneration**

The role is offered on a self-employed basis. Remuneration is offered at £175 for each full board meeting including the AGM and for each committee meeting; this includes responsibility for all aspects of preparation and meeting follow up as described in the responsibilities above.

**Location**

The administrative offices of Citizens Advice Waltham Forest are at 220 Hoe Street, Walthamstow E17 3AY.

Please send your CV and a covering letter by 31st May to [companysecretary@citizensadvicewalthamforest.org.uk](mailto:companysecretary@citizensadvicewalthamforest.org.uk)