



Job Description

Volunteer Role: Company Secretary and (optional) Board Director

Duties:

- Work with Club Secretary, Treasurer, and Chairman to prepare papers for AGM and any EGM, (members to receive 3 weeks' notice).
- In liaison with Club Treasurer, filing annual return and accounts with Companies House. Done once a year after the AGM. Filing any amendments to Club Articles
- Filing with Companies House details of each new and departing director/company secretary.
- (If applicable) Attend and contribute at regular Board Meetings (approx 8 meetings a year) and attend AGM and any EGM

Updated to recognise demerger from Club Secretary role: April 2015