

Dovecotes Tenant Management Organisation

Company Secretary Job Description

Overall Responsibilities

- Be accessible to provide advice and support for all board members
- Responsibility for advising the board on all governance matters

Specific Responsibilities

- Maintain the company's statutory books, including;
 - a register of present and past directors and secretaries
 - a register of any charges on the company's assets
 - minutes of general meetings and board meetings
- Filing annual returns at Companies House. Other documents which must be filed include the directors' report and auditors' report, and financial statements, including details of the company's assets and liabilities.
- Arranging meetings of the directors and the members. This responsibility will involve the issue of proper notices of meetings, preparation of agenda, circulation of relevant papers and taking and producing minutes to record the business transacted at the meetings and the decisions taken.
- Informing Companies House of any significant changes in the company's structure or management, for example the appointment or resignation of directors.
- Establishing and maintaining the company's registered office as the address for any formal communications. Ensuring that all the company's business stationery carries its name, registered number, country of registration and registered address. These details must also appear on the company website, emails, order forms and invoices.
- Ensuring the security of the company's legal documents, including for example, the certificate of incorporation and memorandum and articles of association.
- Deciding on the company's policy for the filing and retention of documents.
- Advising directors on their duties and ensuring that they comply with corporate legislation and the articles of association of the company.

Additional Duties

- Maintains current membership list - Delegated to staff
- Sharing all correspondence with updates to board on a Tuesday and Friday of any emails/calls/letters received
- Keep adequate supply of Company stationery, membership application nomination forms, handbook and membership numbers
- Responsible for Company Seal and record of its use
- Organising the nomination & elections if required
- Keep the members & board working within the TMO Rules
- Make sure copies of members Handbooks are issued to members
- Receive apologies and keeps attendance list
- Compliance with data protection and health and safety requirements
- Ensure the TMO is up to date and covered in terms of;
 - Insurance

- Company pension scheme
- PAYE & payroll
- VAT registration

Name of Secretary _____ Signed _____ Date _____