

Job Description for the Company Secretary

Introduction

The Company Secretary is appointed by the Board for such length of time as shall be agreed between the Board and the Secretary.

The Company Secretary carries out general administration duties and assists and advises the Board of Directors as required.

Terms of Reference

1. The Company Secretary is a member of the Board and of the Management Committee of the Marconi Sailing Club.
2. The name and address of the Company Secretary is the focal point for incoming and outgoing correspondence.
3. Ensures that company reports, returns, changes to the Articles of Association and changes of directors and company secretaries are submitted to Companies House in a timely manner.
4. Maintains a register of past and present directors and company secretaries.
5. Convenes and attends the monthly Board and Management Committee meetings, arranges meeting venues* and circulates the agendas and associated documents. Takes notes at the meetings.
6. * Board and Management Committee meetings are currently (March 2024) held on Zoom.
7. Compiles meeting minutes and circulates as required by company law and MSC practice.
8. Arranges the hybrid Annual General Meeting with members having the choice of attending the AGM in the clubhouse or online.
9. Sets up the online (Zoom) part of the AGM with polling (voting).
10. Provides advanced notice of the AGM in the newsletter including nomination forms.
11. Ensures that all the necessary activities are completed in the approach to the AGM and that all relevant reports, nominations, resolutions and other documents have been made available to the membership in advance of the meeting.
12. Attends the AGM (either in person or online), presents the Company Secretary's report to the meeting and takes notes.
13. Compiles AGM minutes and ensures that AGM officers' reports are published on the MSC website.
14. Arranges Extraordinary General Meetings (EGM) if required. For example, when there is a proposed change to the Articles of Association.

15. Ensure that the MSC Zoom account is renewed annually. Set up other meetings on the MSC Zoom account as requested.
16. Collects and compiles the information for the Annual Year Book, including the sailing and events calendar, and arranges for printing.
17. Liaises with the Membership Secretary as required.
18. Where membership is not renewed but boats have been abandoned on site initiates the boat disposal process as per the Club bylaws.
19. Maintains and renews licences as required. Keeps records.
20. Maintains a register of MSC documentation and an electronic master copy of documents. Liaises with MSC sub-committees when new documents are produced or existing ones are due for review. Publishes new or amended documents by putting printed copies in the clubhouse and electronic copies on the MSC website.
21. Maintains a register of safety and equipment testing certificates. Retains a printed copy of certificates.
22. Writes articles for the newsletter as required and sends to the newsletter editor.
23. Monitors expenditure on administration and secretarial duties. Provides an input to the Honorary Treasurer for the annual administration and secretarial budget.

END OF DOCUMENT

Reviewed on 17th March 2024 by the Company Secretary.

To be reviewed after 4 years Next review due March 2028