



## **Role of the Company Secretary**

1. The Company Secretary shall be appointed by the Board and shall report directly to the Board on all company secretarial matters as required by the Companies' Acts and in accordance with the Constitution.
2. The Company Secretary shall ensure compliance with all Company law and regulatory affairs including but not limited to recording and keeping safe, minutes of all Board and Company meetings.
3. The Company Secretary shall be responsible for preparing all papers, notices and agenda items for all meetings and ensuring requisite quorums are in place.
4. The Company Secretary shall be responsible for ensuring all rule changes passed by the members are incorporated into the Rules and made available to Members.
5. The Company Secretary shall keep a Register of Members.
6. The Company Secretary shall attend all Board meetings but shall not be a member of the Board or be entitled to vote.
7. The Company Secretary shall also be responsible for;
  - a) signing the company's annual returns and certifying the financial statements;
  - b) keeping the company's minutes of meetings;
  - c) keeping, and making available for inspection the company's registers, such as register of members;
  - d) communicating with the company's members, for example - notifying the members of company meetings.
  - e) The Company Secretary shall liaise with the Auditors.

### **Accountability**

The Honorary Secretary will be accountable to the Board of Directors  
Term of Position – Two Years

Location - The post is based Ireland and is voluntary

Some evening and weekend work, occasional overnight stays and travel throughout Ireland and abroad will be required for such post.

This job description is not exhaustive and is open to review at any time.