

REDBRICK BUILDING

COMMUNITY • ARTS • EDUCATION • ENTERPRISE

Secretary: Board of Directors

Purpose of the role:

To be responsible for:

- Ensuring meetings are effectively organised and minuted
- Maintaining effective records and administration
- Upholding the legal requirements of governing documents and community benefit society law

Main Activities:

Ensuring meetings are effectively organised and minuted

- Liaising with the Chair to plan meetings
- Receiving agenda items from Board members
- Circulating agendas and reports
- Taking minutes of the meetings
- Circulating approved minutes
- Checking that agreed actions are carried out

Maintaining effective records

- Upholding legal requirements
- Checking quorum present at meetings
- Ensuring elections are in line with necessary procedures and organising the AGM
- Ensuring charity and company law requirements are met
- Ensuring the organisation's activities are in line with its objects
- Arranging for the organisation's accounts to be audited
- Sending annual returns to the FCA

Person specification

- No formal qualifications are required for this role
- Organised with an eye for detail
- Commitment to the organisation

If you are interested in this position please contact enterprise@redbrickglastonbury.co.uk for an initial discussion.