

## **JOB DESCRIPTION – COMPANY SECRETARY**

### **Key Responsibilities**

- Ensuring that DADCA's company's documents and records are maintained in an orderly and legal fashion.
- Ensuring compliance with relevant guidance and regulation and ensuring that legal risk is minimised.

### **Key Duties**

#### **1. Meetings**

- Maintain and store a record of approved minutes, signed by the Chair.
- Provide copies of all necessary documentation (minutes, reports etc.) for board meetings.
- Ensure that a quorum is present during meetings.
- Maintain an up to date electronic and hardcopy list of contact details for directors.

#### **2. Documentation**

- Expedite all correspondence on behalf of the board of directors.
- Maintain a register of present and past directors and secretaries via Companies House Web filing system
- Maintain the company's registered office as the address for formal communications and make provision for ensuring documents are received there.
- Maintain registers by the company at the registered office which are open for inspection and notifying Companies House of any change of registered office address.
- Ensure that all DADCA stationery & correspondence carries its name, registered number, country of registration and registered address.
- Keep (and make available if required) legal documents including :
  - The Certificate of Incorporation, recording the formation of the company.
  - The Memorandum and Articles of Association (the company's constitution).
  - Certificates of the company's change of name (if any).
- Inform Companies House and ensure that OSCR have been informed of any significant changes in the company's administration.
- Maintain company policies, with keystone associates, and ensure availability to interested parties as required.
- Maintain information storage & retrieval systems.

#### **3. Compliance**

- Ensure company compliance with data protection legislation.
- Ensure company compliance with health and safety legislation.
- Ensure company compliance with food and hygiene legislation.
- Ensure company compliance with alcohol and other licensing legislation.