



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Company Secretary

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1. **Principal tasks:**

Represent the Society to the press and media in times when the Chairman is unavailable

Maintain a formal register of Company members as required by the Memorandum & Articles of Association.

Manage the registration of Directors with Company House/Charity Commission

Fix date for AGM and book meeting venue

Produce the minutes of Annual General Meetings

Maintain the Fire Extinguisher Service contract and annual inspections

Maintain relevant insurance policies for the Society

Deal with electricity, telephone (and other Utility) suppliers

Attend committee meetings

2. **Financial responsibilities (if any):**

Liaise with our appointed accountant to submit formal returns to Company House and to the Charity Commission

3. **Health & Safety**

With other Board members is responsible for the occupational health and safety of all volunteers and the visiting public.

Be fully aware of, and operate, all relevant health & safety requirements

Responsible for: your own safety and those around you

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.