

## Trustee role: Company secretary



### What will you do?

- ensure that all meetings are held and conducted according to the articles of association
- ensure that all necessary documentation is sent to Companies House and the Charity Commission within the deadlines set
- ensure that trustees are correctly appointed according to the law and the articles
- arrange board meetings, prepare and circulate the agenda and papers
- keep minutes and ensure that proper records are kept
- ensure that meetings are properly organised and meet the numbers required in the governing documents
- ensure that any decisions at general meetings, including changes to the articles, are made in accordance with legal requirements
- confirm what actions and decisions have been made, and together with the Chair, monitor their implementation
- provide trustees with additional information to facilitate decision making, especially in regard to their powers and duties under the articles
- provide the board with guidance about charity and company law and the provisions of the articles and any associated regulations or documents
- ensure that insurance requirements are fulfilled
- develop and implement a periodic 'legal health check', to monitor employment procedures, audit the articles, review property leases and so on
- ensure compliance under contractual arrangements and company and charity law
- ensure that stationery, orders, invoices and other documents include all details required under company, charity, tax and other appropriate laws.



## What's in it for you?

- make a positive impact for people in your local area by ensuring the local Citizens Advice is sustainable and meeting the needs of the community
- meet people and build relationships with trustees, staff and other volunteers
- build on your governance, leadership and strategy skills
- increase your employability

And we'll reimburse expenses too.



## What do you need to have?

If the secretary is a board member, this is in addition to what is required as a trustee.

- ability to organise
- some knowledge or experience of charity and company law
- some knowledge or experience of business and committee procedures
- willing and able to become knowledgeable about relevant legislation and the provisions of the local Citizens Advice articles and any associated regulations or documents
- be able to exercise good independent judgment, particularly where the law or articles conflict with the wishes of the board.



## How much time do you need to give?

Trustee boards usually meet in the evenings and you'll need to attend four board meetings per year as well as the AGM and annual strategy day. You may also need to attend other meetings if you're involved in specific projects, or meet with volunteers and staff within the local Citizens Advice. We can be flexible about the time spent and how often you volunteer so come and talk to us.



## **Valuing inclusion**

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, tasks and responsibilities, and how we can support you, please contact us.



## **Contact details**

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