

# MINETY COMMUNITY SHOP LTD

## Secretary Role Definition

Estimated time: ½ to 1 day per month

The Secretary acts as an information and reference point for the Chair and other members of the Committee assisting with past practice and decisions, confirming legal requirements and retrieving relevant documentation.

The role includes:

- Ensuring meetings are effectively organised and minuted. This involves liaising with Chairperson and other committee members and attending the meetings.
- Ensuring effective records are maintained as required by the Shop Charter and rules
- Acting as a reference for the legal requirements of governing documents
- Communication and correspondence to all regulatory and appropriate organisations, including informing them of changes to Committee/Officers, authority levels, period end dates, registered office and so on.
- Maintaining the register of Committee Members/Officers, the minutes electing them and any resignations
- Maintaining the register of Shareholders, organise the AGM and minute all decisions, approvals
- Maintaining and filing all documents required by the FCA, HMRC and other regulatory bodies such as Lottery license, Planning documents and so on. Ensure control list for renewals and amendments is kept current.
- Working with the Treasurer to ensure minutes are in place and authorized for all levels of responsibility, for example; bank mandates for signatories, on-line banking, debit cards, purchasing levels, capital expenditure, licensing applications, insurance levels etc.