



35 Exchequer Street, Dublin 2

[www.boardmatch.ie](http://www.boardmatch.ie)

## Company Secretary Role Spec Template

### The Organisation:

[Short piece of information about the organisation]

### General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of your charity

### The Role:

[Organisation name] are seeking a Company Secretary. The company secretary provides comprehensive legal and administrative support and guidance to the board of trustees. If you have experience in this area and want to play a role in [Organisation name] we're keen to hear from you.

### Responsibilities will include the following:

- Inputting to the strategic direction, contributing with insight, oversight and experience of strategy formulation in other sectors.
- Responsibility to ensure that the company complies with all relevant statutory and regulatory requirements
- Oversee administrative duties, such as taking agenda items and preparing and circulating the agenda and any other papers
- Follow up on decisions taken at meetings in consultation with the chairperson
- Ensure the taking of Minutes at Board meetings and make sure these are kept in a Minutes Book and circulated to other members of the Board as soon as possible after the meeting,
- Ensure membership records are up to date.

### Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].

Registered Charity: RCN20058968

A Company Limited by Guarantee Registered No. 400151