



Company Secretary Role Description

Summary

The Company Secretary is one of the designated roles on the Innocence Project London Board, working to support the Innocence Project London's aims and objectives.

This role is responsible for legal, compliance and ensuring our statutory and regulatory requirements are met. In addition, the Company Secretary is a Trustee of the organisation and needs to be able to contribute to the broader remit of the Board.

The successful candidate needs to be available to attend all Board meetings and keep records of attendance and minutes. This role is a paid position which will be remunerated on a day rate basis agreed with the successful candidate.

Job Purpose

1. Make an active contribution to the strategy of Innocence Project London- specifically, around risk and legal compliance to enable growth and success
2. Accountable for legal compliance & regulatory requirements, including statutory registers
3. Manage all Board Meeting Administration & Minutes of the AGM
4. Support the Executive Director to manage conflicts of interest, risk, compliance and governance
5. Provide an update on risk at each Board meeting
6. Work with the Treasurer to ensure compliance with relevant financial, regulatory and legislative frameworks, ensuring that proper records are kept and that effective financial controls are in place
7. Contribute to the development of the Board's strategy, annual work programme and annual report.

Duties and Responsibilities

- Manages the Board's policy statements
- Maintain the list of Board Members, Company Members and Committee Members
- Notifies Board Members of meeting agendas
- Keeps a record of Board attendance
- Maintains Minutes of Board meetings
- Signs Board Minutes to attest to their accuracy
- Records all corrections to Minutes as required
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings including all motions and decisions made

- Signs official documents of Innocence Project London as required
- Manages the AGM, making sure the relevant people are notified of the Annual General Meetings, the meeting is quorate.
- In the absence of the Chairperson, chairs Board meetings
- Maintains and updates records held by Companies House

Personal skills, attributes and experience

- Experienced Company Secretary within the not-for-profit sector
- Knowledge of Charity's statutory and regulatory requirements
- Proven ability to monitor changes in legislation and inform senior stakeholders of the impact this may have on an organisation
- Good organisational skills
- Strong interpersonal skills and the ability to communicate clearly and provide timely advice.
- IT literacy with access to a PC and the internet.
- Ability to work effectively as a member of a team.
- Ability to devote the necessary time and effort.
- Strong interest in and empathy with the vision, mission and values of Innocence Project London.

Time Commitment

The time commitment of the Company Secretary will vary during the year depending on the work programme, management responsibilities and other commitments.

It is estimated that the time equates currently to an average of 2 to 3 days per month (including managing and attending Innocence Project London Board meetings and AGM.)

The Company Secretary will be expected to be an active member of any relevant sub-committee as well as an active participant on the Board.

The Board meets 5 times a year in London with sub committees meeting (virtually) monthly.

Process

The Company Secretary is appointed by the Director/Trustees following election in accordance with the Company Articles of Association of Innocence Project London.

To apply please email Serpil Tas T.Serpil@greenwich.ac.uk with your CV and covering letter setting out your expression of interest. **Deadline 28 October 2022.**