Company Secretary

Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.

Department	Administration
Location:	St James Park
Reports to:	The Chairman of the Board
Core Team Relationships:	The Chairman of the Board, The Board of Directors and Shareholders
Main Purpose:	The Company Secretary shall uphold the vision and values of the Company and promote, sustain, and achieve governance in the Company and undertake the administration of formal legal compliance as determined by the Companies Act and the Articles of Association. The Company Secretary has a duty to guide and advise the Board on all governance matters and through good governance support the Board to function effectively in accordance with the Articles of Association, Governance Manual and Club Trust Agreement.
Role Summary	This role requires: • An individual with experience of providing secretarial and administration support at board or senior management level. • An ability to communicate confidently and effectively at all levels both with internal and external stakeholders. • Experience of advising a Board of Directors on matters of governance, compliance, and best practice. • Excellent organisation and time management skills with experience of setting and meeting deadlines. • Excellent verbal and written communication skills. The key responsibilities of this role are: • Maintaining all company statutory documents and records including (but not limited to Articles of Association, share register, share certificates, and stock transfers. • Ensure any statutory forms are filled promptly. • Provide shareholders with notice of meetings and where appropriate any additional documentation such as an agenda and proxy form. • Ensure the statutory accounts are received, signed, and sent/made available to shareholders prior to and at any general meetings. • Ensure that meetings such as the Annual General Meeting comply with statutory legislation and the organisation's governing documents and procedures. • To ensure that publications such as annual reports and accounts, and their dissemination, comply with the organisation's governing document and statutory requirements. • Coordinate with the Club Secretary regarding the appointment of any Directors ensuring the EFL Owners and Directors test is completed prior to work commencing. • Submit the appointment of registration of Directors to Companies House. • Coordinate with HR regarding starter paperwork, including DBS and right to work checks, references and issuing of any agreements,

	• Schedule monthly board meetings ensuring dates are approved by the Chairman and issued to the Board. • Book appropriate meeting room at St James Park for monthly board meetings ensuring suitable capacity and appropriate room set up. • Ensure the Board are aware of the monthly deadline dates to get their board papers submitted by. • Draft the agenda for monthly board meeting ensuring it is approved by the Chairman. • Preparation of the monthly board pack ensuring it is issued to all members of the Board in the agreed timescale. • Prepare the decision and actions log after each board meeting, send it to the Chairman for approval before issuing to the Board for comment and it is signed by the Chairman at each board meeting. • Provide advice and guidance to Executive and Non-Executive Directors on all matters of governance, legality, compliance, and business conduct. • To keep under review all legislative, regulatory and governance developments that might affect decision making or the organisation's operations. • Ensure responsibility of the company seal. • At all times, comply with the company policy and code of conduct. This Job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs
Measures of Success • Positive rapport maintained with colleagues • Company knowledge and legislation	
Key Performance Indicators (KPIs) In addition to the above measures of success there will be some specific KPI's set for you on an annual basis which will be discussed with you and agreed on commencement of work and then reviewed and agreed annually during your appraisal.	
Qualifications/Experience/Knowledge required	• Please refer to the person specification