

Main Tasks and Responsibilities

1. Act as Company Secretary for the purposes of company law and otherwise as the first point of contact for the Charity Commission and Companies House. Submit returns to these organisations as required (access details will be provided).
2. Oversee the South West Fed's shared files space on Google Drive, with lead responsibility for document access and filing.
3. Provide administrative support for Board meetings 4x per year including:
 - In conjunction with the Chair, draw up the agenda for all Board meetings;
 - Set diary invitations and online meeting links.
 - Send out reminders to Board members to submit papers prior to Board meetings;
 - Collate and circulate agenda and all enclosures prior to Board meetings;
 - Upload Board papers to the Google Drive;
 - Take minutes at all Board meetings, transcribe using template document;
 - Arrange for the draft minutes and enclosures to be approved by the Chair;
 - Following Board approval of relevant minutes, effect any corrections and upload the final version to Google Drive.
4. Provide administrative support for the AGM, including:
 - In conjunction with the Chair, draw up agenda for the AGM;
 - Prepare appropriate notice, proxy voting forms, any Board nominations forms and any other papers for the AGM, in line with the South West Fed's constitution;
 - Receive and collate any proxy votes and Board nominations in advance;
 - Prepare AGM presentation, if required;
 - Take minutes at the AGM, transcribe using template document and arrange for the draft minutes to be approved and signed by the Chair; upload to Google Drive.
5. Maintain an up-to-date list of Board members and relevant contact details (stored on Google Drive).
6. Ensure familiarity with the South West Fed's constitution and ensure all meetings and any other proceedings are conducted in accordance.

Skills, experience and outlook required

1. Excellent writing skills, ability to be succinct and extract key information (experience of minute taking not essential).
2. Well organised and efficient, able to stick to schedules and take the initiative when required.
3. Knowledge of charity/company law is useful but not essential, but a willingness to learn about it is.
4. Commitment to the South West Fed and to ensuring the Board fulfils its legal obligations as a charity and private limited company.