



Company Secretary

Job Description

Job Title	Company Secretary (volunteer post)
Reports to	Clackmannan Development Trustees
Hours	Variable but will include monthly evening meetings
Location	Clackmannan Development Trust, 1 Main Street, Clackmannan

Brief Purpose of the Post

Clackmannan Development Trust is a local charity working to make Clackmannan a better place to live, work and visit. The Company Secretary's role is to help run the organisation smoothly, support and promote the Trust and its activities.

Main Duties and Responsibilities

Be familiar with the Trust's Articles of Association, which is its constitution

Link with the Chair, draw up the agenda for each meeting, be aware of decisions that need to be made at a meeting and collaborate about what is recorded in the minutes.

Circulate papers for Board meetings

Prepare minutes of Board and Annual General Meetings

Maintain list of actions arising and ensure they are allocated and actioned.

Notify members of the date of the AGM and circulate papers

Keep pack of documents to be issued to new Board members

Keep record of Board membership and contact details

Knowledge, Skills Experience and Qualifications

Essential

- Educated to HNC level or equivalent experience in Community Development.
- Proficient in using Word and Excel
- Good interpersonal and communication skills including the ability to effectively liaise with Board members and other stakeholders.
- Experience of working with volunteers and/or third sector organisations.
- Experience of working independently
- Able to work flexible hours (including some evening working)

Desirable

- Knowledge and experience of community development
- Knowledge and experience of partnership working
- Experience of working in the Third Sector