



JOB DESCRIPTION

Title: Company Secretary

Charity Reference No: 1149480
Registered Company No: 08232340

Responsible to: Chair, Winter Night Shelter Milton Keynes (WNSMK)

Location: Home Working

Job Purpose

To support and provide guidance to the WNSMK as to how the Charity's governance should be directed and managed, in order that legal and regulatory requirements are met.

Key Responsibilities:

1. To prepare agendas and papers for Board meetings, committees, AGM's and any extraordinary meetings and to take accurate minutes and actions at these meetings.
2. Responsible for ensuring accurate and up-to-date membership records are maintained in accordance with the constitution and Companies House requirements.
3. Responsible for submitting the end of year financial submission with assistance from Finance.
4. To ensure that the annual return to Companies House is made on time.
5. Responsible for training trustees and senior managers on corporate governance matters.
6. To keep up to date with any regulatory or statutory changes and policies that might affect the organisation.
7. To ensure that policies relating to Governance are up to date and are approved.
8. To provide support to the Board of Trustees and Committees on specific projects, such as, the living wage foundation.
11. To implement processes or systems to help ensure good management of the organisation or compliance with legislation.

12. To collate information and prepare reports in relation to governance matters as required.
13. To identify and monitor risks to the business performance.
14. To monitor changes in relevant legislation and regulations and take appropriate action.
15. To liaise with external regulators and advisers, such as lawyers and auditors as required.
16. Any other duties as required.