

REGAL THEATRE ROLE DESCRIPTION

COMPANY SECRETARY

PURPOSE

We urgently need a Company Secretary, and are looking for an enthusiastic and confident volunteer, with the experience to guide and support the Board of Trustees through the legal responsibilities required for the MATA Regal Theatre Company Ltd to operate effectively and be fully compliant under Companies Act 2006 and Charity Commission regulations.

MAIN DUTIES

Providing support and guidance to the Board of Trustees and taking responsibility for:

- Statutory compliance (including Companies House & Charity Commission compliance; compliance with governing documents)
- Filing the Annual Return to Companies House and the Charity Commission
- Registering new/retired trustees with both bodies; and reporting any serious incidents
- Dealing with meetings and resolutions and record-keeping of meetings
- Keeping key legal documents (leases, title deeds, contracts, etc)
- Supplying information requests and disclosure requirements
- Financial reporting regarding: insurance; managing premises and facilities; Health and Safety compliance; Data Protection; Risk register

The Company Secretary shares legal responsibility with Company Directors

This role will suit someone who.....

Has previous experience of being a Company Secretary or a similar role. Is enthusiastic, conscientious, well-organised, with an eye for detail, has relevant IT skills, and is a team player.

What's in it for you?

Joining a dedicated team running a special community theatre gives you the opportunity to work in a unique environment, learn new skills and meet and work on a wide range of issues. All this with the friendly support of our Volunteer Teams members.

Place of work:	At the Regal Theatre premises and from home
Time commitment:	Attendance at Trustees' Meetings (currently one per quarter); planning and preparation of those meetings; other time as required to meet compliance needs
Report to:	The Board of Trustees
Training:	It is hoped that you will bring experience to the role, but support will be provided by the Board and additional training will be sought as necessary