

TRUSTEE ROLE PROFILE – Company Secretary



Job Purpose:

The Board of Trustees have collective responsibility to provide the organisation with strategic leadership and governance to ensure it is professionally managed and administered, and resources are used appropriately. This role will also provide leadership on all governance issues and ensure that all legal/registration requirements are met for the Charity Commission and Companies House

Direct Report:

None

Estimated Commitment:

Up to 4 hours per week, plus attendance at monthly Board Meetings and other occasional events including an Annual General Meeting.

Main Duties and Accountabilities:

1. Trusteeship/Governance

The League of Friends of Teddington Memorial Hospital (LOFTMH) is governed under the Charities Act (where those responsible are known as Trustees) and the Companies Act (where those responsible are known as Directors). In both cases, collectively the Trustees or the Directors are known as 'the Board'. Trustees are reminded that whatever specific responsibilities are carried out by individual Trustees, the Board as a unit is responsible for all actions taken.

According to the Charities Commission, all Trustees have the following responsibilities:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable.

2. Company Secretary

The Company Secretary takes the lead on overseeing all governance aspects of our charitable work and has the following responsibilities:

- Ensure that committee meetings, AGMs and EGMs are properly administered and recorded
- Ensure reports are filed to Companies House and Charities Commission and that the list of Directors at Companies House is kept up-to-date.
- Ensure an effective and compliant governance is operating, including managing progress on Matters Arising and Board decisions
- General counsel to the Chairman