

Company Secretary role and responsibilities



About us

Share Bristol is a charity that makes it easier for people to borrow rather than buy the things they need to live their lives - helping to protect the environment, save people money and reduce the amount of stuff people have to manage. Our vision is simple: everybody shares.

We can't do what we do without dedicated volunteers, and we can't fulfil our responsibilities and maintain the trust of regulators and the public without good governance.

We're currently a dedicated group of four Trustees (more being inducted at the moment), five part-time staff and over forty regular volunteers across our three locations.

Our team is friendly and welcoming, and some are able to give a lot of time, others a lot of expertise (some have both of course!). We have quarterly Board meetings, but communicate frequently between meetings and see each other informally at our Library of Things locations.

You can read lots more about who we are and what we do on our website: www.sharebristol.org.uk. You can find our full registration with Companies House [here](#) and with the Charity Commission [here](#).

Company Secretary role

We don't expect our team members to be the highest level of expert in a subject matter, as long as you're happy to research, learn from others, develop your skills where we need them and admit when you need some help and guidance. We also don't expect you to do everything yourself, we work as a team and help each other out, and you could recruit some volunteers to help you in your particular area as well.

What matters to us most is that you have passion for what we're doing, are rooted in our values, and have a drive to see us do things right and succeed.

Commitment

We are looking for our Company Secretary to commit to:

- A minimum of 6 hours per month, on average, on governance and administrative activities
- Quarterly meetings, held in the evenings
- Being the responsible person at a Library of Things for at least one lending session a month (this will require a more intensive training period to begin)

Role description

As our Company Secretary you will:

- Guide and assist the Trustees to ensure that Share Bristol complies with all aspects of its governance, relevant legislation and statutory guidance, including its own Articles of Association

- Arrange and attend Board meetings and AGMs, coordinate the agendas, send out papers and notices of meetings, and take and circulate the notes and actions
- Oversee our policy framework, identifying which policies need updating when, coordinating the updating of them and bringing them to the Board meeting at appropriate intervals
- Be responsible for the updating and maintenance of certain relevant policies e.g. data protection
- Be aware of the different reporting deadlines for Companies House and the Charity Commission, and work with Trustees to ensure the correct information is updated before the deadline
- Maintain the register of Trustees, their contact details, and persons of significant control list and keep Companies House and the Charity Commission up to date with Trustee and charity details
- Keep informed about the activities of Share Bristol and wider local and national issues which affect our work
- Declare any conflict of interest in agenda items at Board meetings or at any other time if they become apparent while carrying out your duties
- Use any specific knowledge or experience to help the Board reach sound decisions
- Participate in other tasks which arise from time to time, such as promoting Share Bristol's public profile, in line with your skills, experience and interests

Code of conduct

Each of our Trustees and wider team must agree to our Code of Conduct:

- Stay focused on our vision, that everybody shares
- Uphold our values: community-focussed, accessible for all, work with others and uphold the six Rs of sustainability: Rethink, Refuse, Reduce, Reuse, Repair and Recycle
- Take responsibility and be accountable for performing your allocated roles efficiently, reliably and effectively, to the best of their ability
- Appreciate the efforts of other team members and treat them in a way that is respectful, transparent and fair, allowing for differences in background, characteristics, disposition, skills and abilities
- Help other people to develop their skills and gain experience in relevant areas
- Manage and dispose of the assets of Share Bristol in accordance with the asset management policy
- Highlight potential, perceived or actual problems or issues to a Trustee promptly, offering required information and support, so that they can be dealt with appropriately
- Act with integrity and professionalism, in person and through all media and communication channels
- Safeguard the resources of Share Bristol and its partners through reducing waste and making best use of assets - including people, skills and things

- Promote the interests of Share Bristol, through volunteering your time, helping to spread awareness of our work and talking positively about the work that Share Bristol does
- Be seen to respect and uphold Share Bristol's agreed position, policies and procedures, whilst using appropriate methods and channels to challenge us to do better
- Comply with Share Bristol's policies, procedures, guidance and relevant external laws and regulations
- Disclose any actual or potential conflicts of interest or other issues that may impact, or be perceived to impact, on their ability to perform your role to the required standard or to adhere to this Code of Conduct or other relevant requirements.

Requirements of the postholder

- Provide two satisfactory references and proof of identity and address.
- The requirements of company directors are to be used as a guide to determine whether the candidate is/remains suitable. For example, the person should not be prohibited from being a company director in the UK and their position with Share Bristol should not create reputational risk for the charity.
- The Company Secretary must be reliable, organised and provide assurance to Trustees that they will meet deadlines and regulatory requirements. The Trustees must be able to rely on the postholder carrying out their responsibilities.