

## **Company Secretary for the Board**

Guernsey Community Savings is a charity that arranges access to basic banking services for islanders who can't open a bank account and offers financial education to those who need it. Our services to clients are delivered by three part-time employees.

The GCS Board, which is chaired by GCS founder Peter Neville, sets the strategic direction for the charity, oversees its work and finances and ensures compliance with relevant legislation. It meets four times a year and all Board members are volunteers.

We are now looking for the right person to volunteer to support the Board as our Company Secretary.

### **Interested?**

Please contact Peter Neville on [peter.neville@gcs.gg](mailto:peter.neville@gcs.gg)

### ***Responsibilities:***

- Main point of liaison with Board for all governance matters
- Arrange Board meetings
  - Send diary requests, book location and arrange refreshments
  - Compile board pack and circulate
  - Liaise with other invitees / presenters
  - Take minutes at meeting (record if helpful)
- Maintain statutory records of the Company
  - Keep registers up to date – Directors; Guarantee Members
  - Draft letters of resignation and consent to act for board members and guarantee members
  - Make Guernsey Registry filings as required when changes occur
  - File Annual Validation with Guernsey Registry
- Ensure compliance with Charities Law
  - Sign up as authorised filer on Registry Charities Portal and make all necessary static and annual filings
  - Attend AGC briefing events
- Ensure registration with Data Protection Law and make annual filing with ODPA
- Maintain corporate governance calendar (to include agenda items throughout the year- eg review of financials, annual review of board's approach to governance, risk register, review of constitution, review of board composition and effectiveness, review of D&O insurance, review of longer-term strategy, review of website, social media channels etc)
- Maintain corporate governance related policies (eg data protection, matters reserved for the board and matters delegated)



***Experience and attributes:***

- Qualified or working towards qualifying with a governance qualification from the Chartered Governance Institute (Formerly ICSA)
- Good experience of minute taking and general company administration
- Familiarity with Guernsey Company Law and Charities Law, especially filing requirements and deadlines
- Maturity and professionalism required to work alongside an experienced board of directors
- High level of organisational ability