



Bridgewater Housing Association Policy

Policy name	Secretary Role Description (Company Secretary)
Policy category	Corporate (GOVERNANCE)
Policy number	CS17
Date adopted	2009 – FOG
Last review	September 2023
This review	September 2024
Next review	September 2025
Equalities impact assessment required	No
Links to other documents	<ol style="list-style-type: none"> 1. Standing Orders 2. Scheme of Delegation 3. Code of Conduct 4. Rules of the Association 5. Entitlements, Payments and Benefits Policy.
Consultation	No

This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of Bridgewater Housing Association (BHA). The responsibilities described here are additional to those set out in the Board Members' Role Description. It should also be considered alongside BHA's Rules and Standing Orders.
- 1.2 The responsibilities associated with the role of the Secretary is currently carried out by the Chief Executive. This will be reviewed every year at the first meeting following the AGM. Some of the practical duties, detailed at 2.1, may be delegated to other staff members.
- 1.3 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of BHA, with the Secretary assuming responsibility and being accountable for ensuring that they are carried out in an effective manner. All of the practical duties detailed at 2.1 – with the exception of attendance at meetings will be delegated to The Chief Executive (CEO) and in their absence the Head of Corporate Services.

2. Duties of the Secretary

- 2.1 BHA's Rules specify the Role of the Secretary in detail. The Secretary is responsible for ensuring that all of these responsibilities are fulfilled.
- 2.2 The duties of the secretary include:
 - Calling and going to all Annual General Meetings, Special General Meetings and Committee of Management meetings
 - Keeping the minutes for all Annual General Meetings, Special General Meetings and Committee of Management meetings
 - Sending out letters, notices calling meetings and relevant documents to Members before a meeting
 - Ensuring that nominations and elections to the Board are carried out in accordance with the Rules
 - Preparing and sending all the necessary reports to the Financial Conduct Authority, the Scottish Housing Regulator and OSCR.
 - Ensuring compliance with BHA's Rules
 - Keeping the Register of Members and other Registers required by BHA's Rules
 - Supervision of the use of BHA's seal
 - Confirming to the Board, at the last meeting before the AGM, that the requirements of Rules 62-67 have been met

3. Monitoring and Review

5.1 This role description will be reviewed annually usually at the first Board meeting after the AGM