

### **5.3.4 The Secretary**

#### **5.3.4.1 General Duties**

- (i) It is the legal responsibility of all Directors to ensure that the Company meets its statutory and other legal obligations. It is the Secretary who has a particular responsibility to prepare and submit all documents, such as the Annual Returns and other documents required by the Registrar of Companies and to accept any legal document served on the Company.
- (ii) To maintain registers and books, such as:-
  - Register of members
  - Register of Directors and Secretary
  - Accounting Records
  - Minutes of meetings
- (iii) To conduct general correspondence on behalf of the Guild, keeping the other officers, officials, and committee members informed as appropriate. To provide a clearing house for correspondence and other matters more appropriately dealt with by other officers, officials or committee members. To undertake other general administrative tasks in consultation with the Chairman.

#### **5.3.4.2 Management Committee Meetings**

- (i) To prepare Notices of Meetings and Agendas in consultation with the Chairman and to arrange their timely circulation.
- (ii) To prepare Minutes of meetings and circulate drafts to those attending for comment in order to obtain their approval before arranging general circulation.
- (iii) In particular to ensure that the Chairman approves the Draft Minutes for circulation.
- (iv) To assist the Chairman of the meeting with its proper conduct, offering advice on procedure and interpretation of the Guild Articles and Rules when appropriate.

#### **5.3.4.3 General Meetings**

- (i) To prepare Notices and Agendas of meetings in consultation with the Chairman and arrange timely publication in the Newsletter.
- (ii) To arrange timely notification to the membership of any matter of which the Guild Rules or Company Law require prior notice to be given by the Secretary.
- (iii) To assist the Chairman of the Meeting with its proper conduct, offering advice on procedure and interpretation of the Guild rules when appropriate.

- (iv) To prepare Minutes of meetings and circulate to Management Committee members and drafts or excerpts to any other Guild members who have made significant contributions to the meetings with a view to seeking their approval before general publication.
- (v) In particular to ensure that the Chairman has the minutes for his approval prior to circulation.
- (vi) To ensure that the Annual Directors' Report is prepared in a form required by law.