

DOVECOTES TENANT MANAGEMENT ORGANISATION



Company Secretary Job Description

Version Control

Version	Date	Summary of Changes	Author / Reviewer	Approved By
1.0	03.07.26	Initial draft prepared for Board review and approval.	Chief Officer	Board
1.1	August 2026	Minor administrative amendments, formatting updates, or review of comments recorded.	Chief Officer	Board / Policy Owner
2.0	15 September 2026	Full policy review or material amendments following legislative, regulatory, operational or governance changes.	Chief Officer	Board

Date reviewed: 15 September 2026

Company Secretary Job Description

Overall Responsibilities

- Be accessible to provide advice and support for all Board members
- Responsibility for advising the Board on all governance matters

Specific Responsibilities

- Maintain the company's statutory books, including:
 - a register of present and past directors and secretaries
 - minutes of general meetings and Board meetings
- Filing annual returns at Companies House. Other documents which must be filed include the directors' report and auditors' report, and financial statements, including details of the company's assets and liabilities.
- Arranging meetings of the directors and the members. This responsibility will involve the issue of proper notices of meetings, preparation of agenda, circulation of relevant papers and taking and producing minutes to record the business transacted at the meetings and the decisions taken.
- Informing Companies House of any significant changes in the company's structure or management, for example the appointment or resignation of directors.
- Establishing and maintaining the company's registered office as the address for any formal communications. Ensuring that all the company's business stationery carries its name, registered number, country of registration and registered address. These details must also appear on the company website, emails, order forms and invoices.
- Deciding on the company's policy for the filing and retention of documents.
- Advising directors on their duties and ensuring that they comply with corporate legislation and the articles of association of the company.

Commented [DW1]: Include maintains company seal register as mentioned in Board Member Handbook.

Additional Duties

- Organising the nomination and elections if required
- Keep the members and the Board working within the TMO Rules
- Make sure copies of members Handbooks are issued to members
- Receive apologies and keeps attendance list
- Compliance with data protection and health and safety requirements

Name of Secretary _____ Signed _____ Date _____

Date reviewed: 15 September 2026