

Clerk to the Governing Body

Under the direction of the Chair of the Board the Clerk is responsible for:

- Minutes of all meetings
- Issuing notices under the direction of the Governing Body
- Other administrative tasks requested by the Governing Body
- Maintaining statutory registers
- Ensuring minutes of meetings are maintained and available for inspection by keeping copies with the Statutory Registers
- Ensuring forms filed within time limits with the Registrar of Companies and the Charity Commission
- Overseeing changes to the membership of the company
- Overseeing changes to the membership of the Board and the LACs
- Liaising with members on behalf of Board and the LACs
- Supplying copies of accounts and Directors reports
- Monitoring compliance with Articles of Association and other legal requirements
- Ensuring procedures are in place for Board to seek professional advice
- Ensuring proper process for induction of directors/Governors
- Other administrative tasks requested by the Board