



## **Role Description for Secretary**

**June 2023**

Based on SFHA model document (Feb 2021) as amended to suit Pineview Housing Association Ltd.

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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## 1. Introduction

***At Pineview Housing Association the role of Company Secretary has been assigned to a Director. The Governing Body will review this arrangement annually following the AGM.***

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of PHA. It should also be considered alongside PHA's Rules and Standing Orders.
- 1.2 The role of the Secretary is currently carried out by the Director. 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 PHA, with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner.

## 2. Duties of the Secretary

- 2.1 PHA's Rules specify the Role of the Secretary in detail.
- 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
  - Preparing and sending all the necessary reports to the Financial Conduct Authority and the Scottish Housing Regulator
  - Ensuring compliance with PHA's Rules
  - Keeping the Register of Members and other Registers required by PHA's Rules
  - Supervision of the PHA's seal

## 3. Monitoring and Review

- 3.1 This role description was approved by the Committee of Management on **29 June 2023**. It will be reviewed not later than **30 June 2026**.