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## Job Description – Secretary

<b>Job Title:</b>	NCFed Company Secretary
<b>Salary:</b>	£20 per hour
<b>Hours:</b>	Approx 5 hours per meeting at a minimum of 8 meetings per year with further potential hours to be approved by NCFed Directors
<b>Annual Leave:</b>	n/a
<b>Accountable to:</b>	Directors & Affiliated Member Groups
<b>Partnerships:</b>	Companies House

### **About the Role:**

To work closely with the NCFed Directors to have oversight on the core functions of NCFed, with a focus on maintaining good record keeping and due diligence with regards to legal responsibilities. To update Companies House records and to file annual documents as required by law. To attend NCFed Director and Group Representative meetings and to take minutes & produce meeting agendas.

Carried out on a self-employed basis & reviewed annually. The appointment is made by the discretion of the Directors and can be terminated in accordance with NCFed Grievance policy or by Directors' decision

The secretary will report to The Chair or other nominated director for day-to-day decision-making and guidance. The chair or other nominated director or directors will support the secretary in carrying out his/her responsibilities by keeping good lines of communication operating.

### **Other Organisational Responsibilities:**

- To be named Company Secretary for NCFed
- To arrange a registered postal address for NCFed for communication with Companies House and the wider public

## **Secretary Specific Responsibilities:**

- To ensure that agendas and minutes of all meetings are prepared according to current policy, stored and made available to all members of affiliated groups
- To update all Companies House records as needed - appointments, resignations, changes of address, etc
- To deal with any correspondence received on behalf of NCFed
- That any secondary rules (internal policies) are kept up to date in accordance with the resolutions of any properly convened meeting
- That all public communication is conducted according to current legislation and best practice and in accordance with any responsibilities delegated to sub committees that Directors deem necessary to meet the company's aims
- The role of Secretary is not that of a Director, however it will be appropriate to be aware of the below responsibilities of Directors and to support Directors in some of the below tasks when requested:

## **ROLE OF DIRECTORS**

### **Strategy:**

- *To work with Directors, Sub-Committees and affiliated Member Groups to develop and work to NCFed's Strategy*

### **Governance:**

- *To work with Directors, sub-committees and affiliated Member Groups to ensure NCFed has clear, fair systems by which it is controlled and operates, and mechanisms by which the organisation, and its people, are held to account*

### **Finance & Funding:**

- *Work with other Directors and the NCFed Treasurer to ensure that NCFed maintains a strong and viable financial position*
- *To identify to other Directors any potential sources of funding that could increase the scope and breadth of NCFed's aims and objectives*

### **Impact:**

- *To work with Directors, sub-committees and affiliated Member Groups to showcase the impact of NCFed*
- *Develop our reputation and presence in national discussions on coppice management where appropriate, in line with our Strategy*

### **Appointment:**

- *Directors may be co-opted directly by the existing NCFed Directors for the period up until the next AGM; or*
- *Directors may be proposed and seconded by an affiliated Member Group*