



Company Secretary

JOB DESCRIPTION

Job Title: Company Secretary

Hours of work: 15 hours per month

Reports to: Chair of the Board

Date effective: Immediate

Remuneration: Commensurate with experience

Term: Initial fixed term of 36 months with a view to extension

With the increasing focus in recent years on corporate governance, the role of the company secretary of the Devon Cricket Board has grown in importance. In many ways, the secretary is now seen as the guardian of the company's compliance with both the law and best practice.

YOU'LL ENJOY THIS ROLE IF:

- You wish to become an integral part of the Governing Body for cricket in Devon
- You take satisfaction and enjoyment from overseeing and supporting the structure and smooth running of a Board of Directors

WHAT YOU'LL BE DOING:

- Guiding the chairman and board on their responsibilities under the rules and regulations to which they are subject and on how those responsibilities should be discharged
- Supporting the chairman in ensuring the board functions efficiently and effectively
- Ensuring good information flows within the board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required
- Developing and overseeing the systems that ensure that the company complies with all applicable codes, in addition to its legal and statutory requirements
- Monitoring changes in relevant legislation and the regulatory environment and taking action accordingly



- Overseeing the day-to-day administration of the company, e.g. maintaining statutory books, including registers of members, directors and secretaries, organising board meetings, AGMs, preparing agendas and taking minutes

YOU'LL HAVE:

- Have an interest in or knowledge of company law and/or governance
- Are able to influence colleagues
- Have strong attention to detail
- Can write clearly and concisely
- Can take in and process large amounts of information
- Is trustworthy, keeping confidential information confidential

GENERAL:

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Devon Cricket Board Ltd.

If you require further information about this post, please contact **Jon Sparkes** (Chair) on 07870 871350 or **Matt Theedom** (Managing Director) on 07805 554636. If you would like to be considered for this vacancy please send a CV and a covering letter explaining why you feel you should be considered. We would also require two suitable references

Email: matt.theedom@devoncricket.co.uk