

Cowal Council on Alcohol & Drugs (CCAD)

Job Description

Job Title: Secretary to the Board **Salary:** £10 per hour

Accountable to: CCAD Board **Responsible to:** Chair of Board

Hours of Work: The post is based on an average of 8 hours per month worked on a flexible basis throughout the year, as required.

Main Purpose:

Provide a comprehensive administration support to the Board of Directors to ensure the smooth running of the CCAD, such support to be provided both collectively and individually to Board Directors as required.

Main Tasks:

a) Liaise with the Chair of the Board to prepare the agenda for scheduled or unscheduled Board meetings.

b) Act as a point of collation and distribution for all Board papers and ensure that documentation is distributed electronically and in hard copy format at least seven days prior to scheduled meetings, or as agreed.

c) Make all the administration arrangements to facilitate an effective meeting e.g. room booking, hospitality, any necessary equipment etc

d) Take minutes of all Board meetings, prepare draft minutes for agreement by the Chair prior to distribution. Distribute minutes to all Board members and any others as agreed with the Chair within seven days of the meeting or as agreed.

e) Maintain a record of approved minutes on behalf of the Board and any other records as required e.g. declarations of interest.

f) Liaise with Companies House to ensure that records relating to Directors is accurately maintained and submit appropriate documentation as required.

g) Ensure that the Annual Return or any other requirements are submitted to Companies House as appropriate.

h) Maintain a register of CCAD members

i) Make all the administrative arrangements for the Annual General Meeting, including recording nominations for Board membership, notification to members, venue booking, minute taking etc as discussed and agreed with the Chair.

j) Any other appropriate duties as requested.