



Bridgewater Housing Association Policy

Policy name	Secretary Role Description (Company Secretary)
Policy category	Corporate (GOVERNANCE)
Policy number	CS17
Date adopted	2009 – FOG
Last review	2019
This review	September 2023
Next review	September 2024
Equalities impact assessment required	No
Links to other documents	<ol style="list-style-type: none"> 1. Standing Orders 2. Scheme of Delegation 3. Code of Conduct 4. Rules of the Association 5. Entitlements, Payments and Benefits Policy.
Consultation	n/a

At Bridgewater Housing Association(BHA) the role of Company Secretary has been assigned to the Chief Executive following the Governance Review recommendation in 2023. The Governing Body will review this arrangement annually following the AGM.

1. Introduction

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

2. SHR Standards Of Governance And Financial Management

- 2.1 This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with:

Standard 1

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

3. Duties of the Secretary

- 3.1 BHA's Rules specify the Role of the Secretary in detail.
- 3.2 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 BHA's Rules
 - Keeping the Register of Members and other Registers required by BHA's Rules
 - Supervision of the use of BHA's seal

4. Policy Availability

- 4.1 This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.

5. Monitoring and Review

- 5.1 This role description was approved by the governing body on 27th September 2023. It will be reviewed annually after the AGM.