

Company Secretary
Llangollen International Musical Eisteddfod
Unremunerated

Background

Every summer since 1947 Llangollen has staged one of the world's most inspirational cultural festivals. Each year around 4,000 performers and as many as 35,000 visitors converge on the beautiful small Welsh town and its International Pavilion; to sing and dance in a unique combination of competition, performance, and international peace and friendship.

Its competitions climax with the prestigious 'Choir of the World', which determines the best overall choir of the event. In 2005 Luciano Pavarotti added his name to the competition in recognition of his appreciation of the festival and its influence on his career.

The Role

The Company Secretary has a key role to play in ensuring that Board procedures are both followed and regularly reviewed. The Company Secretary should also strongly support the Chairman in ensuring the effective functioning of the Board.

The essential tasks of a Company Secretary are as follows:

- Ensuring the smooth and efficient running of the Board, including ensuring the issue of proper notices of meetings, preparation of agenda, circulation of relevant papers and taking and producing minutes to record the business transacted at the meetings and the decisions taken
- Ensuring that all decisions are made in accordance with the Memorandum and Articles and other relevant policies
- Leading on governance issues
- Ensuring compliance with various legislative and regulatory requirements, including:
 - Maintaining the company's statutory registers and records, such as: a register of present and past Directors and secretaries; a register of all members, past and present; minutes of General Meetings and Board meetings
 - Filing annual returns at Companies House
 - Informing Companies House of any significant changes in the company's structure or management

- Ensuring compliance with all Charity Commission requirements
- Establishing and maintaining the company's registered office as the address for any formal communications and ensuring that all the company's business stationery carries its name, registered number, country of registration and registered address (also these details must also appear on the company website, emails and order forms)
- Ensuring the security of the company's legal documents, including for example, the Certificate of Incorporation and Memorandum and Articles of Association
- Deciding on the company's policy for the filing and retention of documents
- Leading on compliance with the Code for Good Governance
- Advising Directors on their duties, and ensuring that they comply with corporate legislation and the Memorandum and Articles

As an officer of the Board, the Company Secretary will also work within the same rules as a Director, for example, the Companies Act and Llangollen International Musical Eisteddfod's Memorandum and Articles (including conflicts of interest).

Required Skills

- Good verbal and written communication skills
- Interpersonal skills and the ability to work well with people at all levels
- Attention to detail and a well-organised approach to work
- The capability to work with numerical information, plus analytical and problem-solving skills
- A diplomatic approach and the confidence to provide support to high-profile company staff and board members
- Teamworking skills
- Integrity and discretion when handling confidential information
- A sound understanding of governance issues
- A commercial frame of mind
- Good IT Competence including Microsoft Office
- Experience of performing a company secretarial role is desirable

Further information

The appointment will be for a period of 3 years, but the person appointed will be eligible for reappointment for a further term.



We encourage and welcome applications from individuals from all backgrounds and communities, especially applications from black and minority ethnic communities and other under-represented groups.

All applications will be considered by the Eisteddfod Nomination Panel which includes the Chair, Vice-Chair and Interim Chief Executive in an advisory capacity.

For an informal discussion about the role, please contact Betsan Moses
betsan.moses@llangollen.net.

To apply, please email betsan.moses@llangollen.net stating the Company Secretary Application in the subject line, and attach a copy of your CV and covering letter.

Closing date for applications: 12 noon, Friday, 31 July, 2020.

All applications will be acknowledged.