

JOB DESCRIPTION

Role:	Society Secretary
Department:	Secretariat
Reports to:	Chief Executive / Chair
Supervised Roles:	Assistant Society Secretary
Member of:	Middle Management Team
Attendee at:	Board and Committee Meetings
Location:	Head Office - Harpenden
Effective Date:	April 2021
Review Date:	April 2022
Version:	2

Job Purpose:

Providing company secretarial support to the Board and its committees, and attending to all SMCR external activities relating to FCA records and reporting.

Key areas of responsibility

Governance:

- Support and provide governance advice to the Society Chair in ensuring the Board and its committees function efficiently and effectively
- Organise Board and Board committee meetings, and AGM. This will include:
 - preparing agendas
 - issuing meeting papers
 - taking minutes
 - maintaining work programmes/business calendars
 - ensuring decisions made and actions required are communicated to the relevant people
 - dealing with pre- and post-meeting administration
 - fulfilling statutory, regulatory and Society notification/record keeping requirements
- Maintain Board and Board committees' terms of reference, making recommendations for amendment as required to reflect changes in the Society's governance structure and the regulatory/legislative environment, adopting best practice where appropriate
- Maintain the register of Board Members' interests and conflicts
- Issue Notices of Meetings, in compliance with current legislation and the Society's Rules and implement changes to the Society's Memorandum and Rules
- Draft the corporate governance section of the Report and Accounts
- Support the Society Chair and Senior Independent Director in carrying out:
 - annual effectiveness reviews for the Board and Board committees
 - recruitment and selection processes for Non-Executive Directors
- Support the Society Chair in planning and delivering induction programmes for Directors

SMCR:

- Attend to all SMCR external activities relating to PRA/FCA records and reporting, including:
 - maintaining and reviewing the management responsibilities map

- attending to new and changes to existing SMF and certified persons applications via the FCA Connect system
- chairing the monthly SMCR forum
- providing bi-annual status reports to the Nominations Committee and/or the Board
- reviewing and updating the SMCR policy.

Regulatory/Statutory Responsibilities:

- Deal with the PRA/FCA in an open and co-operative way, and disclose to the regulator appropriately anything relating to the Society of which either the PRA/FCA would reasonably expect notice
- Ensure that you adhere to all audit and compliance requirements and Society Policy and Procedure
- Support the Society in ensuring adherence to all appropriate external regulations and legislation e.g. Building Societies Act, PRA and FCA Handbooks and Corporate Governance Code
- Support the Society in ensuring all governance activities comply with agreed Society policies and procedures, including Risk Management; Fraud; Money Laundering; Data Protection; Information Security; Health & Safety
- Must at all times comply with the FCA's Conduct Rules

People Management

- Supervise and manage the Assistant Society Secretary in the discharge of legal and corporate governance responsibilities
- Carry out 1-2-1s, half year and annual appraisals
- Manage any sickness / absence / performance requirements

Other Responsibilities

- Manage the two document control software packages for Board & Committee pack distribution and Policy & Procedure maintenance
- Ensure all activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care;
- Protect the culture and standards of the Society in respect of its dealing with staff, members and external relationships.

Qualifications, Skills and Experience

- Strong company secretarial experience in a financial services business or other regulated environment
- Solid understanding of the financial services industry and/or other regulatory environments
- Broad knowledge and experience of corporate governance
- Ability to build strong relationships across the Board, Leadership Team and the wider business
- Comfortable managing and operating document control software
- Exceptional organisation and time management skills required
- Ability to work independently, meet tight deadlines and effect strong and timely communications skills is essential
- Knowledge and operation of the Senior Management and Certification Regime (SM&CR) requirements and the FCA Connect system is essential
- Knowledge, understanding and implementation of regulations relating to anti-money laundering, financial crime and anti-bribery and corruption
- A foundation degree or degree in a relevant subject such as business management, law and/ or accountancy is desirable
- ICSA Corporate Governance Certificate/qualification is desirable (training may be provided)

Senior Manager Functions (PRA rule: SMF, FCA SUP Rule 10C):

None

Prescribed Responsibilities (PRA Rule: allocation of responsibilities):

None

Business Activities

None

Policy Ownership

None

Procedural Responsibility

None

Agreement

Signed:	Date:
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This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.