ELIOT
SMITH
DANCE

September 2022

Job Description for Secretary to the Board

Company background:
Eliot Smith Company Limited trading as Eliot Smith Dance (ESD) is a North East based contemporary dance company led by their founder and creative director Eliot Smith. Founded in 2011 and incorporated as a Limited Company in 2015, the Company aim to create unforgettable contemporary dance experiences that inspire.

Job title:
Secretary to the Board

Responsibility to:
The Board and the Creative Director

Overall, purpose:

- To ensure that committee meetings are properly administered.
- To ensure that the requirements of Companies House are met.
- Record and distribute board meeting minutes.
- Keep membership records up to date (unless there is a membership secretary as well).
- Monitor committee member action points.
- That annual returns are made to regulatory bodies as appropriate and in the correct format.

Qualities:

- Strong administrative and IT skills / access to computer / internet.
- A flexible and practical approach to work.
- Have knowledge of Company law relating to the Company Secretary's role.
- Have knowledge of The Company own constitution.
- Able to give clear advice on procedural matters.

Time commitment:
Attend three formal Meetings of the Board each year in-person or/and online, as well as a Committee Meeting the evening of the first Tuesday of every month online and approximately 1-to-2-hour pw administrative duties.

This is voluntary role and there is no remuneration for this position.

If you are interested in this post, please email your interest and CV to:
info@eliotsmithdance.com

Deadline to apply: 28 October 2022