**Company Secretary**

**Role Spec**

**The Organisation:**

Arts & Disability Ireland (ADI) is the national development and resource organisation for arts and disability.

We promote engagement with the arts at all levels – as professional artists, audience members and arts workers – for people of all ages with disabilities of all kinds. We work towards arts programmes and arts venues becoming fully accessible experiences for all audiences. We advocate for inclusive policy and practice which provides real access to all aspects of the arts for people with disabilities, and for everyone.

**The Role:**

Arts & Disability Ireland are seeking a Company Secretary. The company secretary provides legal and administrative support and guidance to the Board of Trustees and Executive Director. If you have experience in this area and are interested in the work we do at Arts & Disability Ireland, we’re keen to hear from you.

The company secretary, along with the directors, is responsible with the directors for compliance with the statutory duties of the company.

The company secretary, together with one or more directors, must:

* complete, sign and send the company’s Annual Return (B1) and other statutory documents such as Changing Company Officer Information (B10) to the Companies Registration Office (CRO),
* certify that the financial statements attached to the annual return are true copies of the originals,
* act in good faith and in the company’s interest,
* act with due care, skill and diligence in the interests of the company and its members,
* take responsibility to ensure that the company complies with all relevant statutory and regulatory requirements,
* follow up on decisions taken at meetings in consultation with the chairperson,
* ensure the taking of Minutes at Board meetings and make sure these are kept in a Minutes Book and circulated to other members of the Board as soon as possible after the meeting,
* ensure membership records are up to date.

**Board Meetings:**

Arts & Disability Ireland hold 4 board meetings and an AGM each year. Meetings are held in Dublin city centre.