

Company Introduction

The Yorker is the University of York's largest independent media outlet. Started in 2007, our website receives over 25,000 unique visitors a month from on campus and across the globe. The Yorker operates as a not-for-profit company. As part of the directors' strategic reforms of the company, we are looking to take on a Company Secretary in a voluntary capacity (all roles within The Yorker are voluntary).

General Responsibilities

- To ensure that the company complies with its articles of association, charity law, company law and any other relevant legislation or regulations
- To be actively involved with any legal matters regarding the company
- To ensure that the organisation pursues its objects as defined in its articles of association
- To ensure the effective and efficient administration of the company
- To participate in the appointment appraisal and performance monitoring of the chief operational director (through the Chairperson)

In addition to the above responsibilities, each director should use any specific skills, knowledge or experience they have to help the Board of Directors reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the director has special expertise.

Additional duties:

The Company Secretary has responsibility to:

- Circulate calling notices agendas and minutes of the annual general meeting and any special or extraordinary general meetings
- Act as Company Secretary and do all things needed for that role according to company law and as directed by the board
- Contribute to the organisation's annual directors' report and sign it off on behalf of the board
- Take minutes at meetings of the Board of Directors.

Secretary person specification

- Commitment to the organisation
- Understanding of UK company law
- Willingness to devote the necessary time and effort
- Good, independent judgement
- Ability to think creatively
- Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- Ability to work effectively as a member of a team
- Organisational ability
- Minute-taking experience, if this is not being delegated to others.

Applications close: Friday 21st January. Interviews: Wednesday 25th January. Please send your CV and covering letter to director@theyorker.co.uk.