

## **Paddle Steamer Preservation Society**

### **Duties of Company Secretary**

1. Preparing Annual Report of the Council
2. Preparing General Meeting notices (including amendments to Articles)
3. Maintaining up to date copy of Articles of Association
4. Maintaining up to date list of Council members (directors)
5. Inducting new directors
6. Maintaining up to date Register of Interests
7. Companies House
  - 7.1. Submitting accounts
  - 7.2. Submitting director appointment and termination notifications (online)
  - 7.3. Submitting annual Confirmation Statement and paying fee
  - 7.4. Submitting amendments to Articles of Association
8. Charity Commission (CC)
  - 8.1. Submitting Annual Return (includes Report & Accounts)
  - 8.2. Maintain list of trustees on CC web site and other details (online)
  - 8.3. Reviewing (almost daily) email updates from CC
  - 8.4. Reviewing CC guidance as required
  - 8.5. Obtaining CC approval for amendments to Articles when necessary
9. Office of the Scottish Charity Regulator (OSCR)
  - 9.1. Submitting Annual Return (includes Report & Accounts)
  - 9.2. Reviewing (occasional) email updates from OSCR
  - 9.3. Reviewing OSCR guidance as required
10. Briefing Council on best practice regarding charitable activities

10 September 2017