

ARAL Director Job Description

Company & Membership Secretary

Summary of role:

To ensure the relevant rules and regulations of the Companies Act are complied with and to manage membership.

Estimated time commitment per month (hours):

4.5

Main responsibilities:

| Activity | Activity description | How long does it take to do (minutes per month) |
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| Maintain and update database | Act as keeper of the ARAL database of members contact details | 1 hour per month |
| Ensure annual Companies House statement is fulfilled and paid for | Submit the annual CH statement of shareholders | 3 hours per year |
| Ensure data protection regulations are followed | Be aware of and have knowledge of data regulations and ensure that ARAL follow them if necessary | 1 hour a year |
| Ensure meetings comply with ARAL M&A and other good practice guidelines. | Maintain records safely, eg minutes, deeds, letters | |
| | Ensure meetings and votes are held in accordance with guidelines | |
| | Keep under review any changes to legislation or guidelines that may be relevant | |
| Keep register of directors up to date | Update records at Companies house when a director resigns or is appointed. | 2 hours per year |

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| Communicate with members | All communication between the committee and members. This includes sending out emails, newsletters, notices of meetings etc.. | 2 hours a month (not including writing the emails or newsletter etc which could be done by someone else) |
| Co-ordinate new deeds of covenant and share transfers | Liase with buyers solicitors, ARAL solicitor and complete management information forms, supply minutes of meetings, financial reports and answer queries | Several hours for each sale- have been about 3 per year since I took over. Also involves following up with new residents. |
| Issue new share certificate | Confirm via solicitors or direct with Land registry that deed has been registered. Then issue and record new share certificate | Can be time consuming as often don't have contact details for new residents |
| Attend ARAL Meetings including the AGM | Actively participate in the meetings, present the update from your area and take action points | 2.5 hours every 3 months plus 3 hours every year for AGM |