

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)
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

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