



## **Job Description Company Secretary**

Table Tennis Ireland (*the Association*) is the National Governing Body for Table Tennis of Ireland. Table Tennis has demonstrated over the years that it is a sport suitable for all age groups, from juniors to veterans, as well as able bodied and those with a disability. The association currently has 55 affiliated clubs and works with a further 97 schools. The Association's office is in Irish Sport HQ at the Sport Ireland National Campus. Growing our team, we are looking to bring a Secretary on board to develop and support our future organisation.

This is an excellent opportunity to work with a strong Board, dealing with the broad range of company secretarial duties and providing advice to Board members and the Chair.

Reporting to the Chair of the Board, you will provide company secretarial support, to help manage the day to day running of the Association, and statutory duties relating to company and legal requirements.

### Key responsibilities include:

Coordinate with the Chair, to arrange Board and General Meetings to include preparation of notices and agenda & circulation of Company/Board packs

Attend directors' meetings and officers' meetings, taking accurate notes of decisions made and compiling minutes.

Keep charge of the minute book, and risk registrar of the Association, filing documents with the Registrar of Companies and making the annual return.

Keep under review all Corporate Governance arrangements, and ensure the company complies with all applicable codes.

Communicate effectively and courteously with all members of the Association.

Provide reasonable legal and administrative support to the Directors

Ensure that the Company meetings are within the scope of the ITTA Regulations and Constitution.

Ensure that Company communications bear the appropriate details.

### Essential competencies:

*Ideally, you will be a qualified lawyer, although prior experience would also satisfy the requirements of the role*

*Highly organised; excellent coordination and communication skills.*



*IT literate, with superior attention to detail.*

*Knowledge of Corporate law and the responsibilities of a Company Secretary*

Desired competencies:

*An interest in sport; table tennis would be a plus.*

Personal Qualities:

High integrity. Manages confidential information. Can work autonomously.