

Job description: Society Secretary – Chester Community Energy Limited

Chester Community Energy Limited (“CCEL”) is a community benefit society registered under the Co-operative and Community Benefit Societies Act 2014. We aim to reduce carbon emissions in our area, encourage energy efficiency and generate funds for community benefit.

As the Secretary, you'll play a vital role in supporting the board and ensuring smooth operations.

You will be an essential part of the team and will act as the organisation's guardian.

Role Overview

- **Position:** Society Secretary
- **Commitment:** Voluntary, 3-5 hours/month, possibly a little more in the run-up to the Annual General Meeting.
- **Location:** Ideally Chester or surrounding area.
- **Requirements:** Must be 16 years or over and will be required to become a member of CCEL if currently not a member.
- **Responsibilities** are set out below and some can be delegated if required but this gives an overall picture.
We use an external accountancy firm, specialised in community energy projects, who have a role in managing the AGM and in submitting annual returns:
 - Along with the Directors, act as the first point of contact for those looking to join or seeking information about CCEL.
 - Deal with all outgoing and incoming postal correspondence.
 - Ensure CCEL records are accurate and up to date.
 - Attend board meetings.
 - Liaise with Chairperson to arrange meetings.
 - Prepare agendas in conjunction with the Chairperson and take minutes from board meetings.
 - Ensure that CCEL members have relevant information before and after meetings.
 - Protect the members' interests by ensuring that the constitution is followed correctly and that CCEL is functioning properly.
 - In conjunction with members of the Board and our accountants Sharenergy, ensure that reports for FCA and the financial return is filed with the Financial Conduct Authority.
 - Take advice from other/independent sources (including legal and financial advice where this is necessary) and where the committee does not have the required expertise.
 - Be the point of contact with other organisations, e.g. Information Commissioner's Office.

Qualifications

- No formal qualifications are required but this position carries significant responsibility so having relevant knowledge and competence is essential.
- Good communication skills and a passion for reducing local carbon emissions.
- Strong understanding of legal, administrative and compliance aspects is preferable.

The successful applicant will be assisted by all members of the board to become familiar with how we are managed by volunteers and the role of the Secretary.