

## Volunteering Vacancy - Company Secretary

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Eden & South Lakeland Credit Union (ESLCU) is a financial co-operative, owned and run by its members. We provide access to loans at a fair rate of interest, as well as a secure, ethical and local place for people to save.

If you are looking for a great opportunity to contribute to your local area, or you are looking to develop your skills in a supportive environment then please get in touch.

**We currently have a vacancy for a Company Secretary.** This volunteering role requires a commitment from you of at least 4 hours per week, in addition to attendance at monthly Board meetings, which are currently held on the 3<sup>rd</sup> Tuesday evening of every month. You will also be encouraged to participate on one of the Board Sub-Committees.

### What will you be doing?

- You will be a member of the ESLCU Board, which manages the general business and controls the affairs of the credit union, sets long term strategy, and establishes and maintains appropriate policies, procedures and systems of control to manage risk throughout our activities.
- You will oversee governance and compliance requirements for the credit union, ensuring that we comply with the statutory requirements attached to the regulatory permissions that we hold.
- You will ensure that the Board is properly advised on legal matters, in addition to ensuring that all aspects of Board and AGM activities are completed in compliance with our Rules and policies.
- You will ensure that minutes of meetings of the Board of Directors are accurately recorded and presented for approval, in addition to ensuring that all statutory returns are made in a timely manner.
- You may further share in the governance of the credit union by taking responsibility for one of the functional areas of our work, or by participating on one of the Board sub-committees.
- You will provide independent support, guidance, scrutiny and challenge on the progress and implementation of all our activities.

### What do we need from you?

- Most of all we want you to bring your passion and enthusiasm for your local community, to make a real difference to members' lives.
- We need you to be able to commit a minimum of 4 hours per week, as well as regularly attending monthly Board meetings, which take place in either Penrith or Kendal.
- We need you to bring your specific knowledge and experience of working in a regulated environment, ideally with some knowledge of company secretarial work.
- We need you to understand and be committed to our values, policies, legal duties and responsibilities.
- You need to be familiar with, and agree to behave in line with, the key principles established by the Nolan Committee's "Seven Principles of Public Life".

### What will you get out of it?

- You will know that through your membership of the ESLCU Board you are helping local people take control of their money - making a real difference to our members' lives.

**Further information can be obtained, or applications can be made, by contacting Doug Elsby on:**

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