

Welsh Masters Athletics Limited

Role of Company Secretary

The Company Secretary's responsibility is to try and ensure the Company meets its regulatory requirements, and both it and the Board act within their powers, using best governance practice.

This will include -

- ensuring proper notice of WMAL general meetings and Board meetings are given, and prompting the various Officers and Committee Chairmen to produce papers in good time for distribution;
- during meetings to make appropriate notes to use as the basis of formal accurate minutes of decisions made, to prepare draft minutes for the chairman of the meeting to approve, and to circulate the approved minutes to the members of the Board;
- during meetings prompt the President or Chairman of the Board during the course of meetings on matters of procedure or general governance;
- provide guidance to the Committee Chairmen and Committee Secretaries in governance; and
- try to ensure appropriate documents are filed at Companies House on a timely basis.
- try to ensure regulatory requirements are met for the purposes of data protection
- try to ensure regulatory requirements are met for the purposes of UKA
- try to ensure regulatory requirements are met for the purposes of insurance