



Reading Hydro CBS Community Benefit Society Secretary - role description

Purpose

- To support the governance and administration of Reading Hydro.

Main responsibilities

Governance

1. Call Reading Hydro board meetings.
2. Call general meetings including the AGM.
3. Handle statutory communications to members.
4. Liaise with the registrar (Financial Conduct Authority, FCA).
5. Submit Reading Hydro's annual return to the FCA.

Note that all except (1) above are handled day-to-day by a contractor under a Service Level Agreement. The contractor liaises with the CBS secretary on these.

Administration

1. Monitor the Reading Hydro general email, respond as necessary or forward to the appropriate director.
2. Handle other communication from members.
3. Liaise with the contractor on membership matters – eg. updating member details.
4. Prepare board meeting agendas with the Chair, attend board meetings (currently held online every six weeks) and write minutes.
5. Lead on planning and running the AGM.
6. Oversight of online filing system (Googledocs)

Person specification – specific to role

- Confident with online administration and organisation (training can be given on specific systems eg: Zoom meetings/webinars, Slack messaging; online signing).

Time commitment

- A few hours each week, varying from week to week. All tasks can be undertaken remotely.

Person specification - all Reading Hydro volunteers

- Trustworthy, honest and dependable.
- Realistic with respect to available time.
- Committed to compliance with policies and procedures.
- Supporter of renewable energy and involvement of the local community.
- Willing to work in a team and to respect all other team members.

Contact on Reading Hydro board of directors: Chair or Co-chairs (currently Anne Wheldon and Juliet Hanfling)