



## Role Guidance: Company Secretary

### About Rowing Ireland

Rowing Ireland is the national governing body for rowing in Ireland, responsible for promoting and developing the sport across the country. We oversee rowing activities from grassroots to elite levels and represent Ireland in international rowing events.

### Role Overview:

The Company Secretary will ensure that Rowing Ireland complies with legal and regulatory requirements, maintains high standards of corporate governance, and supports the Board of Directors in their duties. The role requires a detail oriented, organized individual with a deep understanding of corporate law, governance, and administrative procedures.

### Key Responsibilities:

#### 1. Governance and Compliance:

- Ensure Rowing Ireland adheres to statutory obligations and regulations.
- Maintain up-to-date knowledge of corporate governance best practices and relevant legal developments. Please note training will be provided and is required to be undertaken.
- Advise the Board on governance matters and ensure compliance with the organization's constitution.

#### 2. Board Support:

- Organising, scheduling and maintaining Board meeting calendar and ensuring Board Sub-Committee meetings are occurring, with sub-committee meeting minutes being submitted with board meeting papers.
- Organise and prepare agendas and papers for Board and committee meetings.
- Ensure accurate and timely minutes of Board meetings are recorded and distributed.
- Facilitate effective communication between Board members and senior management.
- Maintain a record of Board resolutions and ensure they are implemented.

#### 3. Legal and Regulatory:

- Act as the primary point of contact for regulatory bodies and ensure timely filings and

submissions.

- Overseeing, submitting and maintaining registration and retirement of directors with the CRO and any other related entity.
- Oversee the maintenance of statutory books and records.
- Handle correspondence, collate information, and write reports as required by the Board.

#### **4. Annual General Meeting (AGM)**

- Coordinate the organization and execution of the AGM, including preparing notices, agendas, and resolutions.
- Ensure compliance with procedural and legal requirements during the AGM.

#### **5. Policy Development**

- Assist in the development and implementation of policies and procedures to improve governance and operational efficiency.
- Review and update corporate policies, ensuring alignment with best practices and legal requirements.

#### **6. Member and Stakeholder Relations:**

- Serve as a point of contact for the Rowing Ireland board and the executive if necessary
- Develop a key working relationship with the Chief executive officer

### **Qualifications and Experience:**

- Qualified Company Secretary (ICSA) or equivalent professional qualification would be a huge advantage.
- Sports organization or nonprofit sector experience would be highly appreciated
- In-depth knowledge of corporate governance, company law, and regulatory compliance.
- Excellent organizational, communication, and interpersonal skills.
- Ability to handle confidential information with discretion and in a timely manner.
- Proficiency in Microsoft Office Suite and familiarity with board management software.

### **Personal Attributes:**

- Detail oriented with a high level of accuracy.
- Strong analytical and problem solving skills.
- Ability to work independently and as part of a team.
- Proactive and able to take initiative.
- Commitment to the values and mission of Rowing Ireland.

- Time will be required to give to this role including attending occasional ad hoc meetings during the day or evening as time permits.

## **Application Process:**

Interested candidates should submit a CV and cover letter outlining their suitability for the role to [info@rowingireland.ie](mailto:info@rowingireland.ie) by Friday, 30<sup>th</sup> August 2024

## **Contact Information:**

For further information, please contact [info@rowingireland.ie](mailto:info@rowingireland.ie) for more information