



SECRETARY TO THE BOARD OF DIRECTORS

PART TIME – 5 DAYS PER MONTH

DERBYSHIRE COUNTY CRICKET CLUB

The Board Secretary will ensure the effective management, delivery and smooth running of all Supervisory Board matters including Supervisory Board meetings (main full board, board sub committees, general meetings and working groups).

The role will also have responsibility for planning, organising and delivering on the full governance cycle and leading and advising the Supervisory Board on any processes to ensure full compliance with the Club Rules and the ECB's Governance Framework.

The Board Secretary will attend all Supervisory Board meetings including sub-committees and working groups as required and the Annual General Meeting and Special General meetings.

The Board Secretary will not be a member of the Supervisory Board and will not be permitted to participate in discussions, debates and proceedings at any of the meetings attended unless called upon to give specific advice on procedural or statutory matters relating to administration. The Board Secretary will be bound by the same code of confidentiality and discretion as members of the Supervisory Board.

The Board Secretary must have no pecuniary or commercial interests in the Club.

Duties & Responsibilities:

- Act as a focal point for the administration of all Supervisory Board matters, liaising with colleagues across the Club and Supervisory Board Directors themselves on a regular basis
- Manage the Supervisory Board calendar and advise the Supervisory Board of all procedural and relevant matters

- Ensure the smooth running of monthly Supervisory Board meetings and quarterly sub committees
- Make all arrangements for Supervisory Board meetings including collating and circulating papers, agendas, arranging venues, logistics, taking and writing accurate and timely minutes and efficiently distributing papers post meeting
- Improve and maintain the quality of information coming to the Supervisory Board whilst ensuring the highest standards of governance
- Advise Sub-Committee Chairs of all relevant matters
- Ensure all papers, presentations and minutes for Supervisory Board meetings are of high quality, appropriate for the level of audience, formatted correctly, and are compliant and timely
- Work with the Chief Executive and the Chief Financial Officer on any Board training compliance and governance matters
- Manage the diaries for the Non-Executive Directors and support the Chairs of the sub-committees as required (Audit & Risk Committee, Cricket Committee, Remuneration Committee and Nominations Committee) and any other ad-hoc working groups
- Ensure comprehensive briefing and organisational support is provided to the Chair, Chief Executive Officer, Chief Financial Officer and where appropriate, the Non-Executive Supervisory Board Directors
- Manage and monitor the Supervisory Board calendar ensuring compliance and advise the Supervisory Board of any required legal and procedural requirements and action
- Prepare papers and presentations for Audit & Risk Committee, Cricket Committee, Remuneration Committee and Nominations Committee when required
- Monitor, diarise, high-light and advise on all required Supervisory Board actions relating to the Club Rules
- Ensure the Club's Annual Report is distributed to members as required within the Club Rules and ensure all Members are notified in advance in the time required within the Club Rules of the Annual General Meeting and any Special General Meeting as may be required
- Make the appropriate arrangements and facilitate the smooth running of the Annual General Meeting and Special General Meetings as may be required including detailed minutes to be recorded as an accurate record

- In line with the Club Rules and the appropriate terms of office, notify the Supervisory Board and the Nominations Committee of the need for any Supervisory Board Elections or the appointment or re-appointment of Supervisory Board roles
- Facilitate the notification to members of any vacant Supervisory Roles and the subsequent Election Process as detailed in the Club Rules
- Advertise any roles that may become available for any Appointed Supervisory Board roles as detailed in the Club Rules and agreed by the Nominations Committee and facilitate the applications process and any interview process that may be required
- Liaise with the Chief Financial Officer to ensure all statutory accounts, reports and appointments are filed or recorded as necessary with the FCA and the ECB

Skills, Knowledge & Qualifications:

- Working knowledge of the functional areas, as above, through experience and training
- Experienced administrator with broad experience of IT applications
- Ability to communicate clearly and concisely both verbally and in writing
- Good demonstrable levels of numeracy
- Excellent communications skills – written and oral
- A keen eye for detail
- Highly organised
- Ability to work in a fast-paced environment
- Able to prioritise workloads
- Strong IT skills
- Ideally previous experience of a similar role

What we can offer you:

- A competitive salary
- 25 days paid holiday plus bank holidays (pro-rata)
- Free on-site parking
- 2 free tickets to every Derbyshire CCC match

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, HR and Wellbeing Manager at Derbyshire County Cricket Club via jobs@derbyhireccc.com.

The closing date for applications is 22 October 2021 with interviews expected to be week commencing 1/11/2021.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates, regardless of sex, race, disability, age, religion/belief or marital status.