



# Company Secretary

Role Type: Voluntary

Role Term: 2 years from appointment date

The Scottish Auto Cycle Union (SACU) are looking to recruit a well organised and highly motivated Company Secretary.

## About the Role

The Company Secretary will be responsible for secretarial and communication duties for the SACU. The successful candidate will have experience providing administrative duties at organisational or strategic level.

## About the SACU

The Scottish Auto Cycle Union (SACU) is the National Governing Body for motorcycle sport in Scotland. The SACU develops and promotes a number of motorcycle disciplines including:

- Road Race (inclusive of sidecars)
- Trials
- Off Road Speed (Motocross, Enduro, Quads and Supermoto)
- Bike Trials (non-motorised)

Formed in 1913, the SACU now has over 40 affiliated clubs which organise in excess of 180 events each year for all ages and abilities across 94 permitted venues; some of which are Forestry and Land Scotland partnerships. The SACU issues competition licences, event insurance and provides training for officials and coaches. Each sporting discipline has its own committee, elected by the clubs, to help promote and develop their sport

## Key Responsibilities

- Recording detailed minutes of meetings including main discussion points, actions and the individual responsible for each action.
- Distributing meeting minutes within 2 weeks of the meeting.
- Being the point of contact regarding compliance with corporate governance and other financial and legal regulations.



- Updating Companies House information.
- Providing strategic advice to the board.
- Preparation and delivery of the AGM.
- Handling all human resource duties

## Knowledge and Experience

- Experience providing administrative duties at organisational or strategic level
- A working knowledge of motorcycle sport in Scotland
- An understanding of the modern Scottish sporting landscape

## Skills

- The ability to think critically and creatively
- Proactive, can-do attitude
- Ability to effectively communicate with a range of stakeholders
- A growth mindset with a willingness to learn and develop personally

## Time Commitment

- Attend Directors Meetings every two months which normally last 2 hours
- Up to but not limited to 4 hours per month (may be more during peak planning season and AGM)

## Expenses

The post is voluntary although travel and meeting expenses will be reimbursed according to the SACU Constitution.