

**Main Responsibilities:**

* Provide inspired leadership for Team Endeavour Racing
* Maintaining the statutory registers including the register of all team members.
* Ensuring that statutory forms are filled promptly.
* Sending Companies House information about appointment or registration of Directors.
* Ensuring that people entitled to do so can inspect company records.
* To maintain records including past and present office bearers.
* To ensure that publications such as annual reports and accounts, and their dissemination, comply with the organisation’s governing document and statutory requirements.
* To keep under review all legislative, regulatory and governance developments that might affect decision making or the organisation’s operations.
* Maintain sufficient insurance cover for all Team Endeavour Racing Assets in support of the director.

**Role Summary:**

Key within the Senior Management Team to provide high level administrative support to management and the team through conducting and organizing administrative duties and activities including receiving and handling information.

To ensure compliance with statutory and regulatory requirements and maintenance of all Team records and files.

To assist the Director with all statutory returns, ensuring the necessary registers are established and properly maintained and ensuring that the team's financial records are maintained, and reports prepared in accordance with the requirements of the Companies Act and Team Endeavour Racing benefactors.

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| **Role Title:** | Team Secretary |