

## **Volunteer Opportunity: Company secretary at Wolverhampton City Credit Union Ltd**

Are you passionate about making a positive impact in your community? Do you have experience in corporate governance and a desire to contribute your skills to a reputable credit union? If so, we invite you to join us as a Volunteer Company Secretary at Wolverhampton City Credit Union Ltd.

### **About Us:**

Wolverhampton City Credit Union Ltd is a community focused financial institution committed to empowering our members with ethical, sustainable and financial services. We believe in fostering financial well-being and strengthening local communities.

### **Position: Volunteer Company Secretary**

#### **Location (Wolverhampton, remote)**

### **Role overview:**

As a volunteer company secretary, you will play a vital role in ensuring the effective governance and compliance of Wolverhampton City Credit Union Ltd. You will work closely with the board of Directors and the senior leadership team to uphold the highest standards of corporate governance.

### **Key Responsibilities:**

- Ensure compliance with regulatory and legal requirements including filing necessary documents and reports
- Manage board meeting logistics, including Scheduling, agenda preparation and distribution of materials
- Record and maintain accurate minutes of board and committee meetings
- Assist in the preparation and distribution of board communications and reports
- Facilitate communication between the board of Directors and the senior leadership team
- Assist in the development and review of governance policies and procedures
- Act as a resource for directors on matters related to corporate governance
- Support the board in recruitment of new board members

### **Qualifications:**

- Experience in a company secretarial role or related governance experience is preferred.
- Strong organisational skills and attention to detail
- Excellent written and verbal communication skills
- Familiarity with legal and regulatory requirements for credit unions is an advantage

- Ability to work independently and as part of a collaborative team.

**Time commitment:**

This is a volunteer position with an estimated commitment of 20 hours per month including board meetings, committee meetings, preparation time.

**Benefits:**

- Opportunity to make a meaningful contribution to the WV community and the credit union sector.
- Networking opportunities with professionals in the credit union sector

**How to apply:**

Interested candidates are invited to submit a CV and a brief cover letter stating why you are suitable for the role to [tameka@wccul.co.uk](mailto:tameka@wccul.co.uk)

For inquiries or additional information, please contact Tameka Spencer on 07549638007