



**Canal Park Sports Club 2017Ltd**  
**Specific roles and responsibilities for;**

**Company Secretary/Director (Not limited to SCIO Trustees)**

- To provide all company secretary activities and maintain accurate and timely records at companies house.
- To be the key contact for the external HR supplier and ensure that all HR processes and procedures are complied with and in place.
- To advise on all HR legal issues and ensure that CPSC 2017 Ltd is legal and compliant.
- To identify and resolve any compliance issues relating to GDPR, Privacy, Website Cookies
- To provide all company secretary activities and maintain accurate and timely records at companies house.
- To maintain timely and accurate board minutes and maintain a record to ensure timely delivery of board actions from trustees and directors.

How to apply.

Please send your note of interest and/or nomination to the AGM, specifying the vacancy of interest along with details of experience if appropriate and covering letter to [secretary@highlandrugbyclub.com](mailto:secretary@highlandrugbyclub.com) by 21 June 2023

Please contact Roy Dinnes at [president@highlandrugbyclub.com](mailto:president@highlandrugbyclub.com) if you would like to discuss your nomination and the trustee role in any further detail.