



Kent & East Sussex Railway

TENTERDEN TOWN STATION, TENTERDEN, KENT TN30 6HE

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COMPANY SECRETARY ROLE DESCRIPTION

1. To be responsible for the Company Secretary function for the Kent and East Sussex Railway Limited, Colonel Stephens Railway Enterprises Limited, and subsidiary companies as agreed.
2. To ensure that the business of the Companies is carried out with propriety and in full compliance with all legal requirements, including the filing of all legal returns.
3. Co-ordinating the provision of legal advice to the Companies.
4. In conjunction with the Chairman and the Assistant Company Secretary, to develop and maintain the way in which Board business is planned, recorded and communicated as necessary to the membership.
5. To be responsible, through others as appropriate, for maintaining Company records, including Policies and Instructions.
6. To play a part in maximising the effectiveness and efficiency of the Boards.
7. In conjunction with the Assistant Company Secretary and the Membership Secretaries, to be responsible for the planning of the AGM, normally held in November each year.
8. To keep under review the Articles of Association to ensure they remain fit for purpose.
9. To undertake other duties as mutually agreed with the Chairman or his/her representative.

Accountable to: Chairman.

Direct reports: Assistant Company Secretary; *[membership secretaries]*.

May 2025

Kent & East Sussex Railway Company Ltd

The registered charity that owns and operates the Kent & East Sussex Railway