

Company Secretary of the Peace Museum

The Peace Museum shall have a Company Secretary.

The Company Secretary shall:

- a) hold copies of the statutory papers of the Peace Museum Company and the Peace Museum Trust
- b) hold a master copy of the minutes of Annual Meetings and Board Meetings of the Peace Museum Trust and the Peace Museum Company; the task of minute-taker to the Board may, however, be delegated by the Board to another trustee or approved person (see below)
- c) maintain an up-to-date list of directors, their addresses and full contact details
- d) remind trustees and potential trustees of the "Fit and Proper Person" requirement for being a trustee
- e) engage in other correspondence as requested by the Board.

With regard to Company House, the Company Secretary shall:

- f) hold the password to access the Company House website, and ensure that at least one other trustee knows that password
- g) be a point of reference for Company House, with an email address in the public domain
- h) submit Company House returns in January each year; this involves paying a fee which the Company Secretary may reclaim
- i) submit the Peace Museum Annual Accounts to Company House
- j) notify Company House of any changes to the Memorandum and Articles
- k) reply to correspondence from the Charity Commission.

With regard to the Charity Commission, the Company Secretary shall:

- l) hold the password to access the Charity Commission website, and ensure that at least one other trustee knows that password
- m) be a point of reference for the Charity Commission, with an email address in the public domain
- n) submit the Peace Museum Annual Report and Accounts to the Charity Commission
- o) notify the Charity Commission of changes in directors
- p) reply to questionnaires and correspondence from the Charity Commission

The role of Board administrator, convening and minuting meetings of the Board, and the role of Executive administrator, convening and minuting meetings of the Executive, may be fulfilled by the Company Secretary, or may be fulfilled by other trustees.