

Want to help out on the Close – become a Director!

If you want to help out on the Close, why not become a Director on the management company? The Directors of the management company are responsible for the upkeep of the private land including; *gardening of communal areas, disposal of gardening waste, regular tree cutting, maintenance of the paths & garage areas, electricity/water costs, accountancy costs and secretarial services.*

What does being a Director involve?

The Directors meet about 3 times a year to discuss the running of the Close. Meetings are usually during the week in the evening and last about an hour. Every year there is also an AGM in Summer.

Other than the elected Chairman, Directors are not given set roles or job descriptions but are encouraged to contribute however they can. The externally appointed company secretary does the majority of the day to day running of the management company.

There is no limit how long you can be a Director for however because the company rules state 1/3 of directors need to be re-elected every year it means Directors will be re-elected at the AGM every 3 years from initially being elected.

How do I put myself forward?

Directors are elected annually at the AGM in Summer. You must be a shareholder to be eligible to put yourself forward (i.e. have bought on the close & completed the transfer of the share certificate into your name).

Usually two weeks ahead of the AGM notice will be given of the meeting along with the agenda. With this will be a Director election form which you will need to complete and return.

At the AGM, there the shareholders will then vote on whether to elect you as a Director.

If you have any questions please do ask one of the Directors or Company secretary.

More information on the roles and responsibilities of being a company Director can be found at the following external links:

<https://www.gov.uk/running-a-limited-company>

<https://www.setupacompany.co.uk/responsibilities-of-directors/>

<http://www.accaglobal.com/content/dam/acca/global/PDF-technical/business-law/tech-tp-cdd.pdf>