

**MUSCULAR DYSTROPHY IRELAND**  
**THE ROLE OF THE COMPANY SECRETARY**



- Keep the company's registers (that is, lists of all members and directors) up to date.
- Make sure that the AGM is held within 18 months of becoming a company and at least every 15 months from then on.
- Make sure that the proper notice for general meetings is given and that they are run according to the articles of association.
- Call general meetings at the request of the directors and/or members, according to the rules in the articles of association.
- Keep the minutes book.
- Make sure that the accounts are prepared and audited in conjunction with the treasurer.
- Send in the annual return to the Companies Registration Office.
- Keep copies of all annual returns and accounts.
- Notify the Companies Registration Office of any change of directors or change of their home address.
- Ensure the certificate of incorporation is displayed.
- Make sure that the name of the network is displayed outside the premises.
- Make sure that the company name, registered number and directors' details appear on the letterhead (unless an exemption is obtained from the Companies Registration Office).
- Notify the Companies Registration Office of any amendment to the memorandum and articles of association.
- Make sure that all legal agreements or contracts are properly discussed and agreed by the members of the board and kept in a safe place.
- Comply with any other duties as imposed by the Companies Acts 1963-2005