



Join our team!

YorSpace, we hope, is on the brink of achieving something really big at Lowfield Green. Our end goal – of building a series of practical, sustainable homes that will remain affordable forever – is going to benefit a lot of people and make people's lives better.

YorSpace is looking for enthusiastic and proactive volunteers to join our rapidly growing volunteer team. You will be able to provide much-needed advice and support to the YorSpace team as we bring affordable, sustainable, community-minded living to York.

YorSpace is a volunteer-led Community Benefit Society that is powered and directed by its members. If you care about building low cost, co-operatively owned, sustainable homes, we'd love you to join us. Membership is open to all and costs just £2! See [here](#) for details of how to get involved.

The Hub

This is a group of members who take on the day-to-day management of the Society - this group meets twice a month to collaborate on YorSpace tasks and organise and attend other events and meetings as and when they are needed.

Any Member can join The Hub, whether they want to live in a YorSpace property or not. By choosing to become a member you agree to commit to help the Society meet its Vision, Mission and Aims to bring low cost, cooperatively owned, environmentally sustainable, community focussed homes to York.

The Board

In addition to the above we also have roles that need to be filled on our Board of Directors, we are looking for people with relevant skills and experience in housing development. As well as Secretary and Treasurer positions to help run our Community Benefit Society.

Please see over for job description. Drop us a line if you or someone you know might like to know more on the email address here: yorspacehousing@gmail.com



Job Description

Role title: Secretary

It is usual for a co-operative to have a secretary. A secretary can play a pivotal role in the co-operative, acting as a conduit between the governing body and co-operative's membership. Any person new to the role will need to know what their main duties and responsibilities are.

We outline the main duties here:

1. In conjunction with the Board, plan, give the required notice of, and hold Board and general meetings, including the Annual General Meeting (AGM).
2. Maintain the co-operative's registers, including:
 - a. Register of Members
 - b. Register of Directors
 - c. Register of Charges - an interest or right which a lender or creditor obtains in the property of the company by way of security that the company will pay back the debt.
 - d. Register of Minutes
3. Arrange for the co-operative's accounts to be audited (if required)
4. Make the returns to the co-operative's registrar
5. Inform the registrar, at the appropriate time, of any changes to the co-operative's governing document, directors, secretary or registered office address

Details of making Annual returns and Accounts here:

<https://www.fca.org.uk/firms/annual-returns-accounts-mutual-societies>

Job Description

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Hub - working closely and with support from other members of the Hub.

See here for more details on the role of a Secretary:

<http://www.diycommitteeguide.org/resource/what-role-of-secretary>

<p>1. What? List all the specific duties and responsibilities associated with the role.</p>
<ul style="list-style-type: none"> 1. Ensuring meetings are effectively organised and <u>minuted with support from the Hub team</u> 2. Maintaining effective records and administration - <u>with support from membership team</u> 3. Upholding the legal requirements of governing documents, FCA regulations - with support from all Board & Hub Members 4. Communication and correspondence
<p>2. When? When and how often will meetings be held (day, eve, weekly, monthly, etc)? How much time commitment required?</p>
<p>Meet twice a month - either a week day evening or a weekend morning 6-8 hours a month</p>
<p>3. Where? Where will meetings take place? Are there any access issues?</p>
<p>Meeting venue to vary - Central York</p>
<p>4. With whom? Size of committee? Sub-groups? Direct contact with staff? Team skills?</p>
<p>Working with other Hub and Board members including treasurer and chairperson</p>
<p>5. Support & Training? What support will be offered? What induction will be provided, etc?</p>
<p>Support from existing Directors Induction on membership database & contact storage Shared calendar and email login information provided Introduction to relevant consultants Handover of hard copy files - bank details, receipts etc..</p>



6. Expenses? What expenses do you offer (travel, telephone, etc)? Will people be out of pocket?

If there are expenses allocated as part of funding bid grants then travel, printing, etc. will be covered.

7. Motivational Factors/Benefits? What does the role offer the individual (a challenge, development opportunity, a chance to change things, etc)? How will you “sell” this?

Opportunity to be pivotal in the management of a fledgling Community Benefit Society that is committed to delivering low cost, cooperatively owned, environmentally sustainable community housing in York; is looking to create a new fairer model of home ownership; is redefining housing development finance with community investment.

This is an opportunity to be part of a team of volunteers who want to provide an alternative model of housing development in York

8. What particular skills, experience, or qualities are needed for this particular role?

Someone with experience of Law (Desirable but not essential)
Organisational skills or good management of diary!
Computer and spreadsheet skills
Familiarity of writing

The position is available on a twelve-month term from 26th January 2017

- Directors and board members elected annually

P.T.O For details of Company Registration.



SUSTAINABLE . COOPERATIVE
COMMUNITY LED HOUSING

Form Z



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CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014
Acknowledgement of Registration of copy of Special Resolution

Name of Society: **Yorspace Limited**
Register No. **7476**

The copy of the special resolution appended hereto is this day registered under the Co-operative and Community Benefit Societies Act 2014.

Date: **26 January 2017**

