

JOB DESCRIPTION

Company: Legal Services Supervisory Authority (“LSSA”)

Job Title: Board Secretary – **PART-TIME POSITION**

Reports to: Board of Directors

Summary: The Board Secretary is responsible for supporting the effective governance and administration of the Board of Directors. The role ensures accurate documentation of board activities, proper record-keeping, and compliance with regulatory and governing requirements. The Board Secretary works closely with the Chairman and Board of Directors to facilitate organised and well-documented board operations.

The functions of this role will include but not be limited to the following duties & responsibilities:

Board Meeting Administration

- Organize and coordinate monthly board meetings.
- Prepare and circulate meeting agendas in consultation with the Board Chair.
- Ensure board materials are distributed to directors in advance of meetings.
- Record accurate and complete minutes during board meetings.
- Prepare and circulate draft minutes for board review and approval.

Corporate Records Management

- Maintain official board records, including bylaws, policies, resolutions, and other governance documents.
- Ensure all board documents are securely stored in a structured and accessible repository.
- Maintain an up-to-date register of directors.

Regulatory Filings and Compliance

- Coordinate filings and submissions with the Cayman Islands Register of Companies as required.
- Monitor and support compliance with governing documents, bylaws, and board policies.
- Ensure board resolutions and governance actions are properly documented.

Board Support

- Assist with the onboarding and induction of new directors.
- Provide administrative support to the Board and Chairperson as needed.
- Track and maintain records of board decisions and actions.

Time Commitment

- Attendance at **monthly board meetings**.
- Additional time required for meeting preparation, minute drafting, record maintenance, and regulatory filings.

- **The incumbent must have the following qualifications and experience:**

- An Associate's degree or Diploma in Business Administration, Management, or a related field; or the ability to demonstrate equivalent relevant experience.
- Minimum 3 years' experience in a corporate secretarial role or equivalent
- Strong understanding and proven experience with minute taking, preparing agendas, maintaining records, and other Board support duties.
- Knowledge of AML/CFT/CPF principles would be considered an asset.
- Proficiency in MS Office

Key Competencies

- Integrity and professionalism
- Strong organizational, administrative skills and interpersonal skills.
- High level of attention to detail and accuracy.
- Ability to manage records, documentation, and confidential information with discretion.
- Strong problem-solving and decision-making abilities.
- Ability to work under pressure and adapt to changing priorities.
- Familiarity with corporate governance practices and regulatory filings is an asset.
- Experience in board administration, corporate secretarial work, or governance support preferred.

Please submit your application via our website: <https://caymanlssa.ky/careers/>

All applications must be received on or before **31 March 2026** to be considered.