

Introduction:

At ISL our mission is to ensure that everyone in our community becomes **inspired, resilient** and **passionate** to achieve what matters, anywhere in the world. We achieve this by providing an excellent education and empowering our students to engage in both academic and enriching extra-curricular programmes. Our students set high expectations for themselves, enjoy school and the community is constantly rewarded by their achievements.

ISL has earned its outstanding reputation through its students' successes, its rigorous educational programme, its dedicated staff, its caring community and its engagement with global issues. With over 50 nationalities in our student body and more than 20 nationalities within our staff, friendship, international mindedness, diversity and inclusion are ways of life in our multicultural environment.

The voting members of the ISL Board of Governors are elected for three years by the members of the ISL Association. The Board delegates responsibility for the day-to-day operation of the school to the Director. The Board establishes and revises as necessary, a mission statement and strategic objectives for the school, design policies that flow from these and assists the school's progress in achieving its mission and objectives. The Board is also responsible for the school's financial condition and facilities.

Role Summary:

The ISL board is looking for a freelance Company Secretary who will be able to provide Company Secretary services on time spent basis.

Time commitment:

Orientation: The company secretary will attend an orientation meeting, which will last approximately 2 hours.

Full Board Meetings: There are usually eight full Board meetings. The duration of the meetings are approximately three hours, normally on Monday from 7:00pm.

Annual General Meeting (AGM): There is one AGM taking place at the end of November or the beginning of December. The AGM lasts approximately two hours.

Retreat: There is one retreat per year, it normally takes place on a Friday afternoon and Saturday morning.

Responsibilities:

- Board meetings:
 - Helping to organize board meetings
 - Helping to draft the agendas, to collect documents for board meetings and to send board documentation to board members
 - Taking minutes from the meetings and coordinate issuance of minutes withing seven days of the meeting
- General meetings:
 - Controlling and updating the association membership register
 - Controlling of candidate nomination petitions
 - Taking minutes and coordinate with the school the preparation of the meeting
- Ensuring official filings
- Helping with the board member's manual, updating files and handbook
- Helping to facilitate the onboarding of new board members
- Coordinating, and helping organizing the retreat
- Facilitating board survey coordination

The company secretary will be directly liaising and coordinating the workload with the Chair, the Vice Chair or the Board Secretary

Profile:

- At least five years experience in a similar role, ideally within a legal department or a company secretariat on a non for profit organization
- Proven knowledge of Luxembourg law
- Fluent in English
- Excellent written and verbal communication skills in order to liaise clearly and effectively in an international environment

What we offer:

- The opportunity to work in a dynamic, challenging, motivating and multicultural board
- A service agreement remunerated on a time spent basis

Application:

- Please sent your CV to: [**board@islux.lu**](mailto:board@islux.lu)
- Deadline: 23 December 2020