

Roles & Responsibilities

- a. Complying with all the provisions and the various rules framed thereunder Bombay Public Trust Act, 1950.
- b. Maintaining all the Statutory and non- statutory essential register books, files, records, papers etc., including MOM (Minutes of Meetings) register as per charity Commission of (Bombay Public Trust Act, 1950).
- c. For carrying out the instructions, directors and advice of the Board of Trustee given to you from time to time. Including recording the resolution of the Board of Trustees for every meeting, issuing notices and Agenda for the Board of Trustee meeting.
- d. Liaisoning with Local Regulatory Bodies and Legal Documentation.
- e. Provide Company Secretarial advice to relevant business units.
- f. You shall devote your time and attention to the work of the Trust during your tenure as company secretary and shall work with due diligence and using your abilities to the best. You shall obey the orders of the Board of trustees. You should promote the interest of the trust and shall faithfully serve the trust.