

Secretary to Grimsargh Village Community Association

Grimsargh Village Community Association (GVCA) is the organisation that has the primary function of running Grimsargh Village Hall. We provide an excellent facility for use by our community within the Village and beyond.

Due to our outgoing secretary, Nicola Bell taking on the role of Chairman, we are seeking an enthusiastic new member to join the team in the role of Secretary. This is a volunteer position which offers a valuable opportunity to gain experience, develop new skills and have some fun along the way - we are a friendly bunch!

Duties would include:

- Planning and preparing committee meetings and the AGM with others, as appropriate.
- Sending out minutes and other notifications.
- Minute committee meetings and accurately record decisions.
- Updating progress of actions and the results of decisions.
- Deal with correspondence, writing and responding to letters/emails as agreed at committee meetings.
- Maintain other records, as agreed with the Chair and the Committee.
- Anything else you think you would like to do within the organisation!

Qualities

- To be organised and methodical.
- Able to record information accurately.
- Good communication skills both written and verbal.
- IT literate.

If you are interested in finding out more, email Nicola on chairman@gvca.co.uk.