**FRIENDS OF RADNOR GARDENS**

**DESCRIPTION FOR VOLUNTARY ROLE OF SECRETARY**

**TASKS**

**Committee**

* Prepare Agendas for meetings and circulate
* Write Minutes of meetings and circulate with agreed Actions
* Liaise with Radnor House School over dates for meetings
* Meet with Chairman and Treasurer between Committee meetings to discuss ongoing issues
* Progress chase re agreed actions, deadlines etc
* Assist Chairman with actions such as renewal of lease for cafe

**Friends**

* Circulate Friends with relevant information as appropriate
* Prepare AGM Agenda and circulate
* Write AGM Minutes and circulate
* Regularly check constitution to ensure processes (eg rotation of committee members; quorums) are in compliance
* Liaise with Secretary of Strawberry Hill Residents Association to identify shared issues and co-ordination of solutions

**Other**

* Make Annual Return to Charities Commission

**SKILLS**

* Competent word processor, including basic Excel, and internet user
* Ability to work with range of people, including Councillors and Council officers

**EXPERIENCE**

* Experience of writing Agendas and Minutes
* (Useful but not essential) experience of working with local government officials and/or civil servants

If you are interested in this role please contact Clare Head at [cllr.chead@richmond.gov.uk](mailto:cllr.chead@richmond.gov.uk) and attach your CV