

Bohemia Walled Garden Association

Job Description: Plot Secretary

Background

The plot secretary is responsible for all the day to day administration and operations in relating to plots within the centre of the garden.

They act as a point of contact for plot holders in the event of queries or issues.

The role holder is a member of the management committee in the capacity of a trustee.

Responsibilities

Duties include:

- Keeping in touch with new members whom wish to have a plot to ensure they understand the cost and terms and conditions.
- Keeping an up-to-date waiting list.
- Allocating plots to individuals they become available.
- Meeting new members at the garden to show them their plot, the tool shed and box, door code, etc.
- Keeping an up-to-date plot holders list in the garden notice board.
- Perform regular plot inspections and completing any follow up activities.
- Liaising with the treasurer in relation to the collection of fees.
- Attending periodic committee meetings.
- Monitor the year end renewal process.

This role does not include those free of charge areas used for educational purposes.