

Bohemia Walled Garden Association

Job Description: Secretary

Background

The secretary provides an administration service for the Association which includes the liaison with outside partners and the retention of relevant records.

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

Responsibilities

Duties include:

- Monitoring the Associations "info" email inbox and completing any follow up activities.
- Updating Hastings Borough Council (HBC) of changes as stated in the lease (e.g. trustee changes, annual insurance renewed, etc).
- Along with others on the management committee, co-ordinate complete of the Charity Commission Trustee Annual Report (TAR).
- Updating the Charity Commissions records with changes to trustee details and the submission of the annual returns and accounts.
- Preparations in relation to the Annual General Meeting – venue and paperwork ahead of the meeting. Ensuring a record is kept of the meeting.
- Monitoring and collection of the Associations post from Hastings Voluntary Action (HVA).
- Writing formal thank you letters where appropriate.
- Hold paper copies of appropriate records:
 - Committee and AGM meetings
 - HBC/BWGA lease
 - Annual insurance
- Write, print and laminate signs for the garden.