

Grange Lane Allotment – Committee Role Description	
Role	Social Secretary, Volunteers and Learning
Role Purpose	Responsible for social events, volunteer co-ordination and educational or learning activities for members
Key Responsibilities	<ul style="list-style-type: none"> • To co-ordinate social events at the hut (this does not mean running every event) • To organise talks and initiatives that promote knowledge sharing for the benefit of plot holders • To work with the wider membership to identify and facilitate other events • To co-ordinate volunteers from amongst the membership to help out on site-based projects (eg clear-up days, ditch digging) • To co-ordinate corporate or community volunteers to help out on particular projects • To liaise with local community organisations or schools to encourage involvement in the site • To liaise with the Communications officer and other committee members to publicise activities and events • To participate in general activities on the site during the year
General	<ul style="list-style-type: none"> • To promote the interests of Grange Lane Allotments • To be an active member of the committee, including attendance at monthly and ad-hoc meetings, and sub-groups if needed • To pick up on ad-hoc projects and activities during the year as needed and agreed
Time requirements	Minimum of 4 hours a month, including attendance at committee meetings. Attendance at annual away day. Other time commitments depend on the activities being set up.
Skills needed	<ul style="list-style-type: none"> • Good planning skills • Good communication and interpersonal skills • IT skills

6/1/2022