

Grange Lane Allotment – Committee Role Description	
Role	Committee Secretary
Role Purpose	To be responsible for meetings, minutes, administrative tasks
Key Responsibilities	<ul style="list-style-type: none"> • To arrange committee meetings • To produce agenda, take minutes of committee meetings and circulate to committee members • To keep track of action points from meetings and record when they are carried out • To book venue for the AGM and any other meetings and organise • To give a report of activities during the year to the AGM and take minutes of the meeting • To allocate email enquiries as required • To support the organisation and recording of annual away-day
General	<ul style="list-style-type: none"> • To promote the interests of Grange Lane Allotments • To participate in general activities on the site during the year • To be an active member of the committee, including attendance at monthly meetings • To pick up/contribute to ad hoc projects as needed and as agreed
Skills needed	<ul style="list-style-type: none"> • IT skills • Good communication and interpersonal skills • Experience in planning meetings and taking minutes • Knowledge of allotment site management
Time requirement	Several hours a month, plus monthly committee meetings (one two hour meeting per month) and attendance at annual away day.