

Board Secretary

The Middle Marches Community Land Trust (MMCLT) is looking for a friendly, organised Board Secretary to keep our team running smoothly. As our Secretary, you will be the backbone of our governance. You will keep us fully updated, compliant, and ready to make clear, well-documented decisions. This voluntary role offers the opportunity to contribute directly to MMCLT's vision of an ecologically healthy and sustainable environment.

What you will be doing

- Coordinate meeting schedules, agendas, and documentation in partnership with the Chair.
- Accurately record and distribute minutes, capturing decisions and actions.
- Maintain secure, well-organised digital records, including policies and membership lists.
- Manage shareholder administration and communications.
- Support compliance with statutory requirements, including annual returns and registers.
- Facilitate effective communication between Board members.

What you bring

- Attention to detail and great organisational skills.
- Clear, concise writing skills for taking accurate minutes.
- Proficiency with digital tools and shared drives.
- Collaborative and professional approach to teamwork.

The logistics

- **Time commitment:** Around two days per month.
- **Meetings:** Monthly Board Meetings, held in person in Bishops Castle, with a hybrid option via Microsoft Teams, and Quarterly Business Meetings.
- **Type:** Voluntary role with significant community impact.

If you are interested in this role, you can contact us by email at

info@middlemarchescommunitylandtrust.org.uk

or by phoning Dr Richard Keymer (Chair) on 01743 891 492

For more information about MMCLT, visit our website at

www.middlemarchescommunitylandtrust.org.uk