

Middle Marches Community Land Trust - Board Secretary

The Middle Marches Community Land Trust (MMCLT) protects, conserves, restores and enhances our environment through the stewardship of land, including Minsterley Meadows and High Leasowes. We are looking for a friendly, organised Board Secretary to keep our team running smoothly. 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.

The role requires around two days per month. We have monthly Board Meetings, held in person in Bishops Castle, with a hybrid option via Microsoft Teams, and quarterly Business Meetings.

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