

WARWICKSHIRE GARDENS TRUST

Title: Volunteer Membership Secretary

Who are we?

Warwickshire Gardens Trust works to record and conserve gardens and parks of outstanding quality, promoting their appreciation through lectures, visits and a range of publications. As a member of The Gardens Trust, a statutory consultee for planning matters relating to Historic England's registered parks and gardens, we provide data for local authorities as well as recommendations and comments on local plans and individual planning applications.

Purpose of the role

An opportunity has arisen for an individual to replace our Membership Secretary who will be retiring at the AGM in November 2024. The Secretary is also a trustee.

The role involves:

1. Maintaining an Excel database of members and their contact details
2. Sending Welcome letters to new members
3. Sending completed Gift Aid forms to the Treasurer
4. Preparing notices to send for annual membership renewals
5. Checking renewals against the bank statement
6. Following up late renewals

Knowledge and skills required

1. Familiarity with using emails
2. Basic knowledge of Word & Excel

The role may suit a recently retired person with an office administration background and an interest in local or garden history. This task description is intended as a guide only and you may be requested to assist with other reasonable tasks, in agreement with yourself, where time permits.

Time commitment

The post holder would be required to attend the two-hour Committee meetings, 4 in total and the Annual General Meeting.

Approximately 8-10 hours on membership renewals in May/June and 2-3 hours per month on other duties

A familiarisation with the procedures of the Trust and a handover period will be offered.

Location: Home based but with meetings in Leamington Spa or Warwick.

You will be working with the Chair and other Trustees and will also have the opportunity to meet other members of the Trust at the social and other events that are organised.

More information ? Contact Paul Baker, Chairman: 07985 688892 or email paulbaker476@btinternet.com

<https://www.warwickshiregardenstrust.org.uk>

<https://www.facebook.com/Warwickshire.Gardens.Trust/>

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