

# WARWICKSHIRE GARDENS TRUST

**Title:** Volunteer 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 Secretary who will be retiring at the AGM in November 2024. The Secretary is also a trustee.

The role involves:

1. Preparing Agendas for the quarterly Committee Meetings
2. Attending the Committee Meetings and taking the Minutes
3. Preparing the Agenda for the Annual General Meeting, attending and writing up the Minutes of the AGM
4. Liaising with The Charity Commission on behalf of Warwickshire Gardens Trust, filing the annual return and keeping Trustees informed of their circulars

Knowledge and skills required

1. Experience of minute taking
2. Basic knowledge of Word

The role may suit a recently retired person with a secretarial 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 and the Annual General Meeting.

Writing up the Minutes of Committee meetings and the Annual General Meeting

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 paulb5686@gmail.com

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

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

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