



HORSFORD VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity Number: 303985

Applications are invited for a **Secretary** to join our Support Team at Horsford Village Hall. This vacancy is on a self-employed renewable annual contract basis.

The position requires someone who is self-motivated and able to work from home. The successful applicant will undertake all administrative tasks as agreed with Horsford Village Hall Management Committee to include but not limited to:

- Preparing Agenda and the taking of and typing up the minutes for the Village Hall Management Committee monthly meeting
- Dealing with ad-hoc correspondence which does not require Committee approval.
- Bring to the VHMC's attention any hirer's grievance, or letters of complaint before issuing a reply.
- Attendance at Parish Council AGM to give overview of annual VHMC business.
- Point of contact for Janitor, Suppliers etc, regarding everyday occurrences that affect the hall and grounds.
- Updating VHMC Charity Commission page with trustee details.
- Issuing of Trustee welcome letter and Charity Commission Form S72
- Issue AGM notice board poster to Clerk to the Parish Council four weeks prior to annual VHMC April AGM
- Regularly review all current Charity Commission on-line Guidance, updating and re-drafting appropriate VHMC policies as and when necessary.
- Issue new policy as and when required by Charity Commission/law.
- Deal with the insurance for the Village Hall.
- Website updates

Please contact the VHMC Secretary on hvhmcsecretary@gmail.com for further information.