

# **Secretary to the Management Committee**

## **The Devizes Child Contact Centre**

### **Description :**

This role will be covering the duties of the Secretary of the Devizes Child Contact Centre Management Committee to cover a period of maternity leave. You will work closely with the Chairman and other members of the Management Committee to ensure the smooth running of the Centre. Meetings are usually held on a Monday evening and the other duties required can be carried out at times to suit the postholder. There are four main aspects to the role:

#### **Meetings**

- Organise and attend meetings of the Management Committee (approx 4 times a year).
- Prepare Agendas for the meetings in consultation with the Chairman.
- Prepare Minutes following the meeting for circulation.
- Ensure that any agreed actions are carried out by the relevant person.
- Organise and attend the Annual General Meeting of the Contact Centre (usually held in February each year).
- Ensure that all meetings are carried out in accordance with the Centre's Constitution in relation to quorum and voting arrangements, etc.

#### **Re-Accreditation**

- Be the main point of contact with the National Association of Child Contact Centres (NACCC) in relation to the re-accreditation process and assist the Management Team with the relevant re-accreditation paperwork and processes.

#### **Correspondence**

- Receive and respond to correspondence on behalf of the Management Committee.

#### **Training**

- Assist the Volunteer Co-Ordinator in arrangements for training sessions.

Working from home by self and attending meetings with the Management Committee.

### **Organisation Description :**

### **When Required :**

Opportunity takes place from Wed 1 Oct 2008 to Tue 30 Jun 2009

Mon PM

Commitment: Part Time

### **Areas of Interest :**

Children, Families

### **Types of Activity :**

Administration

## **Skills and Qualifications :**

Good organisational, accuracy, listening and word processing skills. Ability to take minutes and communicate through email would be an advantage

## **Additional/Specific Suitabilities :**

<b>Age/Gender Restrictions:</b>	None
<b>Disabled Access:</b>	At present meetings are held in a room upstairs and there is only access via a staircase.
<b>Equal Opportunities Policy:</b>	No
<b>Expenses:</b>	Expenses for travel to meetings and stationery costs can be claimed
<b>Induction:</b>	Current post holder will be on maternity leave but all being well will be able to do a handover
<b>Insurance Cover:</b>	Yes
<b>Support on offer:</b>	The Chairman, Volunteers Co-ordinator and the Centre Co-Ordinator

## **Directions :**

Management Committee meetings are held (usually upstairs with no lift access) in the rooms above the Church hall, St Andrews Church, Long Street, Devizes. Use the entrance on the right hand side of the Church down an alley way and in through the glass doors.

## **Recruitment Method :**

Informal Discussion, Interviews, References

## **Contact Information :**

Contact:

**c/o Voluntary Action Kennet**

**Office D**

**12 River Street**

**Pewsey**

**Wiltshire**

**SN9 5DH**

**Tel: 01672 564140**

**Fax: 01672 564114**

**Email:**

**nina@voluntary-action-kennet.org.uk**

Details valid from Wed Aug 2008 to Thu Aug 2009