



LA21 is looking for a new Secretary!

This volunteer role is a great opportunity to learn and develop secretary skills and support LA21 as they endeavour to improve the local environment. The role will be a support to the current secretary who will be on maternity leave, but still participating in secretarial tasks, meaning the role is temporary and the commitment required is yet to be determined.

The role will include:

- Arranging meeting logistics, which will involve drafting agendas and taking minutes at steering group meetings, of which there are four to six a year.
- Assisting with communications to members of the group and members of the public, for example via the LA21 email account. This will involve a variety of activities and the need to be punctual and efficient.
- Assisting with other administration tasks where appropriate.
- There is the opportunity to shape this role yourself by deciding on your own tasks and assisting other roles as much as you wish.

Someone with good organisation skills is desired but all we require is an enthusiastic, motivated individual who is a good team player and able to communicate effectively, both online and offline. The time commitment for this role is flexible and dependent on individual circumstances but it is estimated that the role will occupy about **2 hours a week**, with increased commitment needed when there are meetings.

If you believe this role is for you and you could bring passion and dedication to supporting LA21, please get in touch.

Contact: wokingla21@yahoo.co.uk