



LOCH RANNOCH CONSERVATION ASSOCIATION

WE ARE LOOKING FOR A VOLUNTEER WHO CAN HELP US

With the Role of the LRCA Company Secretary/secretary

This role Company Secretary/ Secretary is an Honorary to the LRCA Board. Small remuneration will be available.

Key Tasks

- Acting as the first contact point for LRCA. Supporting the Board in its work.
- Ensuring that committee meetings and the AGM are run according to the constitution and Companies House requirements.
- Ensuring that committee meetings including decisions and actions are adequately minuted.
- Ensuring accurate and up-to-date membership records are maintained.
- Ensuring that the annual returns are made on time.
- Providing the administrative support to LRCA in achieving its Purpose, and delivery of the LRCA 2016-2019 Strategic Development plan.

To learn more, if you are interested in helping support our work we would really like to hear from you - please contact

Bob Benson, Chair of the LRCA Board on

Phone: 01882 632377 or

E-mail: bob@benson.org closing date 27th April 2018