

Buckland Dinham Playing Field Association

Secretary Job Specification

The Playing Field Association plays a key role in the local community, maintaining the playing field and raising funds for the mower and the goal posts and arranging the volunteer mowing rota.

The park is in trust to the village. All villagers are welcome to tidy, clean and fix fences, fund raise etc.

The Association is looking for a secretary.

Main Duties and Responsibilities

- To attend two meetings a year plus an Annual General Meeting
- Take minutes and prepare agendas for those meetings
- Advertise forthcoming meetings to the village through the Website, 5Alive, notice boards, WhatsApp and Facebook

How much time will I need to commit?

- This will amount to a few hours a month on average
- Some printing will be required

To apply for the role, you will need to:

- be at least 18 years old
- live in or near the village
- have your own computer and be able to use a word processing system and Email
- ideally, have knowledge of WhatsApp and Facebook but help will be available if needed