

## **Gullane Area Community Council Part Time Secretary**

The Community Council is seeking a new Secretary to carry out the various functions listed below. The Council is an elected non-political body interacting with the East Lothian Council and other public bodies to represent the communities of Gullane, Aberlady, Dirleton, Drem and the surrounding rural areas

It meets once a month (except in December) by rotation, in each of the main villages. The requirement for a secretary is to maintain the administration necessary to fulfil its functions.

### **The Secretarial duties are follows**

- This post requires a person with computer skills and administrative experience.
- Attending the monthly meetings and taking, preparing and circulating the minutes.
- These meetings last approximately two hours, on the last Thursday of the month (07.00 - 09.00pm)
- Preparing and circulating agendas for the meetings.
- Handling a limited amount of correspondence in liaison with the chairman
- Maintaining a diary of dates and venues of future meetings, and liaising with the various halls' administrators to confirm bookings.
- Has a background knowledge of website function, such as adding dates of next meetings, minutes, agenda and other reports which require circulation.
- Liaising with the Community Councillors, regarding incoming reports from various organisations by email.

A modest monthly honorarium is payable to the successful candidate.

### **More details can be made available to interested applicants.**

For further information, about the Community Council please checkout our website, [www.gaddabout.org.uk](http://www.gaddabout.org.uk), or by phoning Tom Drysdale on 01620850264.

Applications should be made by email to [tomdrysdale@btinternet.com](mailto:tomdrysdale@btinternet.com)