



## **MANAGEMENT COMMITTEE SECRETARY ROLE DESCRIPTION**

### **About The Farm**

The Community Farm is a not-for-profit, social enterprise overlooking the gorgeous Chew Valley Lake just outside Bristol and Bath. Our mission is to get more people enjoying all of the benefits of a better food system. Every year we welcome more than 2,000 people onto the land for volunteering, courses and events. Every week, we share the food we have grown together, as well as food we have sourced from a network of other farmers and producers who share our values, to hundreds of households throughout Bristol, Bath and The Chew Valley.

### **Who are we looking for?**

We need people who are strongly self-motivated and have a deep enthusiasm for food, farming and the natural world. The Farm is an inspiring place to work, and the enthusiasm of our wonderful volunteers, including the management committee members, keeps everyone motivated. Involvement at The Farm does mean that you need to relish the farm environment. Unfortunately, there is no public transport to The Farm, so you must be able to drive and have access to a car, or be a keen cyclist.

### **Terms and Conditions**

**Job type:** the role of management committee secretary is unpaid. Reasonable travel expenses can be reimbursed if required.

**Hours:** approximately 8 hours per month as a minimum.

**Location:** In-person meetings take place at The Community Farm, Denny Lane, Chew Magna BS40 8SZ. There is the option of joining online if essential. Attendance at occasional seasonal events at the Farm is encouraged.

### **Main Purpose of the Job**

The Secretary plays a key supporting role in helping the Management Committee (MC) run smoothly and stay organised. Working closely with the Chair and Managing Directors, the Secretary helps plan meetings, keeps everything on track behind the scenes, and makes sure the right information gets to the right people at the right time. From preparing agendas and taking meeting notes to helping with the AGM and keeping important records up to date, this role helps ensure the MC can focus on making good decisions. The Secretary also supports good governance by making sure the Committee follows agreed procedures and keeps everything well-documented and accessible.

### **Position in The Community Farm**

Reports to and supported by: Chair of the Management Committee.

Main relationships: Senior Staff Team and Management Committee members.

The secretary may also choose to apply for the role of Management Committee member, assuming responsibilities as a Director of the farm. Please see Management Committee member role description for further information.

### **Duties and Responsibilities**

This is not an exhaustive list of duties but gives an outline of the roles and responsibilities of this position.

#### ***Committee Secretary Duties***

- Liaise with the Chair and the Managing Directors to plan the Agenda for Management Committee meetings
- Prepare the Agenda, ensure necessary papers are in the appropriate folders on the shared drive, and send agenda to Committee Members
- Take accurate notes at MC meetings and ensure they are shared with the Management Committee in a timely manner
- Arrange for approval by MC of Audited Accounts, signing of the accounts, and signing of the Letter of Representation and return the latter to the Auditors
- Be part of the AGM planning group, and work with staff to ensure that notice and papers are sent to all members of TCF within the required notice period
- Manage the voting at the AGM, and take formal notes of the meeting, sending these to Chair for checking and filing within two weeks of the AGM
- Be familiar with the shareholder member database and support the staff in dealing with queries from existing or potential shareholder members in accordance with TCF policy
- Maintain the Directors Register, ensure that retirement by rotation occurs in accordance with the Rules
- Maintain annual Conflicts of Interest register for the Directors
- Assist with recruitment of new MC members
- Be familiar with the Rules of the Society and ensure that the Rules are followed

### **General Responsibilities**

- Acting enthusiastically as an ambassador for the aims and reputation of the Farm
- Communicating kindly, openly and clearly at all times with colleagues, volunteers and visitors

**Closing date:** Notice to stand for election to the committee is required by the beginning of October 2025

**Interview Date:** There are no formal interviews for this role, instead you will speak with the Chair of the Management Committee and Co-Managing Directors, and be encouraged to join at least one management committee meeting before accepting the role. Note, if also wanting to become a Director, there is a slightly different process. Please see Management Committee member role description for further information.

**Start date:** ASAP

### **Inclusivity Statement**

*The Community Farm recognises that the farming and environmental sectors are amongst the least diverse employment sectors. We aim to be an inclusive employer and organisation. Studies have found that women and candidates from minoritised communities do not apply to roles unless they meet 100% of the criteria. We encourage candidates to apply even if they do not meet all the criteria.*

**If you are interested in applying for the role or have any questions, please contact [tom@thecommunityfarm.co.uk](mailto:tom@thecommunityfarm.co.uk) and [kim@thecommunityfarm.co.uk](mailto:kim@thecommunityfarm.co.uk) (Managing Directors)**