

The Othona Community Charity number 277843.

The Othona Community (The Trust) owns the assets of The Othona Community, including all properties and land currently held at the centres in Bradwell-on-Sea Essex, and in Burton Bradstock West Dorset; and all financial assets and investments. The work is administered by The Othona Trustees.

Due to the retirement of the current postholder, **we are now seeking a**

Community Secretary

This is a voluntary position to support The Othona Community by:

Supporting the Othona Trustees in organising the AGM, including any arrangements for voting for vacant positions, and publicity.

Attending and assisting in the organisation of the AGM - a Saturday in mid or late September.

Attending, by invitation, Trustees Meetings up to four times per year.

Being the main channel of communication with the Charity Commission.

Maintaining contact with the Trustees, accountants and Centre Wardens/Managers.

Completing the Annual Returns to the Charity Commission for The Trust and the associated company The Othona Community, Charity 1154204.

Assisting the Trustees with other associated tasks that may arise.

You may be a long-standing Community member or newer to Othona - what matters is your commitment and willingness to be more deeply involved, possibly with an interest in becoming an Othona Trustee. Expenses met, including travel. **From September 2019** you will have ample handover time from the retiring postholder.

For more information or an informal chat, or to apply, please contact Trustee Chair Clare Gough on chair@othona.org or Trustee and outgoing Community Secretary, Roo Bull on communitysecretary@othona.org.

All applications to be received by 3rd September 2019.