



Clerk Vacancy

We are looking for a well organised and fun person to join our governing body.

The role of the clerk involves:

- Ensuring meeting agendas/minutes are available to all governors.
 - Check that meetings are quorate.
 - Offer governors advice and support.
- Establish and maintain efficient procedures for meetings.
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on.
 - Establish and administer procedures for filling vacancies on the board.
 - Keep a record of governors' attendance.
 - Communicate information clearly, logically, and impartially.
 - Have excellent time management skills.
- Remain calm and maintain a high standard of work under pressure.

Interested? Want to know more?

Then please call 01276 24918