



Volunteer Opportunity Secretary To The Board Of Trustees

**Huddersfield, West Yorkshire
Approx 6 hours per month**

The West Yorkshire Forget Me Not Trust is a charity based in Huddersfield with the objective of providing Respite and Hospice services for the children of Calderdale, Kirklees and Wakefield.

We are now seeking an experienced secretary to support the Board of Trustees, in a voluntary capacity. Indeed, the Board of Trustees are themselves all volunteers.

The role will involve collating and distributing (via Royal Mail/E-mail) notes and reports for Board meetings, taking minutes, typing and circulating them and providing secretarial support to the Chair. You will also be responsible for filing returns and changes to the Board with Companies House.

You will need to be experienced in providing high quality output, working in a confidential setting and be an excellent communicator.

The Board of Trustees meet monthly, generally on Fridays, late afternoon/early evening and you must be available at these times. There is also an Annual General Meeting to support.

The admin side of the role can be done from your home or from the Trust's offices in Lindley, Huddersfield. Computing facilities and stationery will be available or you may choose to use your own computing facilities at home.

This is a very exciting volunteer opportunity where you will be part of a team making a real difference to the children and families of our region.

Call Rob Wilde, General Manager if you would like an informal chat about the role.

Role Description and Volunteer Application Forms available from:

The West Yorkshire Forget Me Not Trust
Heritage Exchange
Plover Road
Huddersfield
HD3 3HR

Tel: 01484 489789

E-mail: rob.wilde@forgetmenottrust.co.uk

Closing Date for expressions of interest is Friday 11th July 2008