

<b>Admin Assistant</b>	
<b>Type</b>	Co-opted member of the Management Committee
<b>Term Length</b>	Flexible
<b>MC Meeting attendance</b>	Yes, mostly via Zoom, plus AGM attendance
<b>Membership required</b>	Yes
<b>Job-share</b>	Yes
<b>Job description</b>	<ul style="list-style-type: none"> <li>• Prepares agenda, minutes with actions and reports for forthcoming Management Committee (MC) meetings and the AGM</li> <li>• Keeps Charity Commission information on CLAS Trustees updated following resignations or new appointments</li> <li>• Maintains list of committee members' contact details and updates to organisational chart</li> <li>• Carries out basic day-to-day administrative tasks, such as document distribution among MC and CASB members</li> <li>• Works closely with the Chairman and Treasurer to ensure the Society runs smoothly</li> </ul>
<b>Contact</b>	Gail Mitchell <a href="mailto:dogshome22@gmail.com">dogshome22@gmail.com</a>