

# Volunteer Uttlesford

<https://volunteeruttlesford.org.uk/opportunity/st-marys-church-pre-school-committee-secretary/>

## Pre-school committee needs a secretary

### Description

A Saffron Walden pre-school, which offers nursery education during school term times, needs a new committee secretary.

The secretary deals with all the committee's (trustees') official paperwork, except the accounts. This does *not* include communications with parents, Essex Early Years, Ofsted or other bodies relating to the education and welfare of the children.

Committee member duties are not onerous; the members act and take decisions together while the day-to-day running of the Pre-school is undertaken by a highly experienced manager and her team. The committee normally meets once a term with an occasional extra meeting if there is specific business to attend to.

Due to Covid-19, meetings currently take place on Zoom.

Membership of the committee is subject to a satisfactory DBS check.

### Date posted

12/03/2021

By clicking the Enquire button and submitting your contact information, you consent to Volunteer Uttlesford passing your details to the organisation seeking support, who will then be in touch to progress your enquiry.