

About the Calder Valley Community Land Trust

CVCLT is a member-led community benefit society, which has been established to help address and meet housing needs in our part of West Yorkshire. The idea of community-led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and stronger communities. Our vision is to work with the people of the Calder valley to hold property and create sustainable and affordable homes in vibrant communities. CVCLT currently has six tenants all paying an affordable rent and a project pipeline of over 40 homes to be delivered in the next few years.

CVCLT, as an incorporated body with charitable status, can also own significant local buildings and community open space, which can be held in perpetuity on behalf of the community, such as the Todmorden community centre Fielden Hall. Other projects are planned such as the Hebden Bridge signal box.

The need for the role

CVCLT is managed by a Board of Trustees and there is one paid staff member. Due to the pressures of work, the Board has identified a volunteering opportunity for a Board Administrator. The role would suit a person with administration experience or someone wanting to gain that experience. Training will be provided if necessary and a reference can be provided in due course for someone wanting to broaden their skills and improve their CV. Full access to CVCLT TEAMS would be given and a laptop could be loaned if necessary.

Volunteer Role Board Administrator

Overall aim of the role

- to help ensure the smooth running of Board meetings
- to minute Board decisions and maintain a log of outstanding actions

Specifically

- Schedule meetings both in TEAMS and face to face (including booking rooms)
- issue a notice to Board members calling for Board papers for the next meeting
- In consultation with the Chair and other Board members prepare an agenda for each Board meeting
- Circulate the agenda and papers according to the timetable for Board meetings
- Attend Board meetings and minute key Board decisions and update a log of matters outstanding
- File Board meeting documents

Qualities

- Happy to attend on line meetings (note: the Board meets monthly, currently a physical meeting once every 3 months)
- Able to attend physical meetings
- Able to do so in an evening
- Reasonable word processing skills
- Good attention to detail
- Self organised
- Able to write concisely
- Calm

Time Commitment

It should be possible to undertake the role in around 8-12 hours / month