

**Minute taker**

To take the Trustee Board minutes of the Board's meetings which take place 6 times a year on a Wednesday evening from 6.00 pm to normally no later than 8.00 pm. This vacancy would suit someone who has experience of writing minutes and who would be interested in learning how a local charity operates at a strategic level. A volunteer who can commit to this role for a minimum of a year would be particularly welcome.