

Western Dales Bus

Have you experience in management, administration or the law?
Do you want to contribute to your community, but don't have much time?
We provide valued local bus services, and you could help us run the charity.

We are looking for a volunteer to become our Company Secretary, following the retirement of the present secretary after 10 years' service.

The role is essential for us, and includes:

- drawing up director's resolutions
- clerking our three-monthly Board/Trustee meetings and AGM
- keeping the register of members up to date
- completing annual returns for Companies House and the Charity Commission.

Our Board of Trustees and Directors meets every three months, with an AGM in December.

To find out more about the role, please contact Jock Cairns at jockcairns@outlook.com