



Churches Together in Harborough

Executive Secretary Role

The Churches Together executive have been working without a secretary for the past three years, despite regular requests to the member churches for someone to prayerfully consider taking on this position. As a result, the executive has shared out the role that the secretary would usually fulfil, however, this is unsustainable, and we would like to appoint a secretary.

The role of CTH secretary involves the following:

- serving as a member of the Executive
- arranging Forum meetings (venue, speaker, agenda, calling notice)
- acting as a 'point of contact' for the organisation
- preparing and circulating a regular information update to members

The role **DOES NOT** at this time involve taking minutes at the Forum.

We would ask prayerful consideration for someone to take on this role, or if you know someone you think might take on the role, speak to them about it.

Anyone interested in the role requires nomination by someone from a member church, who needs to email the Chair at chair@harboroughchurches.org.uk

This is an ongoing appointment, but as with the roles of Treasurer and Communications Officer, they are elected annually at the AGM, which this year is on Thursday May 20th.

Janet Smith
Chair