

VOLUNTEER REQUIRED

St. Anthony's RC Church, Ottery St Mary

Job Description

Job Title: Finance Committee Secretary

Job Summary:

To provide administrative support to the running of the Finance Committee.

Responsibilities & Duties:

To attend four meetings of the Finance Committee per annum (evenings).

To make notes of the discussion and record conclusions and decisions made.

To draft and distribute minutes of the meetings.

To partake in discussions and vote (as necessary) on decisions.

Skills Required:

Good listening skills.

Ability to take notes and summarise discussion and agreements.

Computer literate and familiarity with word processing.

Access to email.

If interested please contact either:

Father Frank in person or email fjuo8245@yahoo.com or

George Murlewski on 01404 81318, or george@murlewski.plus.com