

Braintree Association of Local Councils

The new Braintree Association of Local Councils (BALC) are looking to appoint a clerk for their meetings, with immediate effect.

The duties will include but are not limited to:

- Administration of all BALC Meetings (4 BALC meetings and 4 Executive Committee meetings held quarterly)
- Work with the Chairman to agree meeting agendas
- Produce meeting minutes and agree the content with the Chairman
- Distribution of minutes and correspondence to Parish and Town Councils
- Work with BALC members to help identify guest speakers and topics of general interest
- Provide administration duties for guest speakers to present at meetings.
- Arrange meeting venues and administration
- Administer the BALC accounts and have the summary details available for each meeting
- Liaise with Braintree District Council
- Pay all invoices due, once authorised
- Ensure all BALC appointments on external bodies e.g. EALC Executive, LHP, Governance Board are filled and inform the bodies as changes occur
- Deal with and where applicable, channel BALC correspondence to be answered directly by you or where appropriate by the Chairman
- Liaise with and when practical attend the Clerks Forum meetings
- Help set up and administer the web site and keep up to date
- £12 per hour
- Expected hours will be approx. 15 hours per quarter and will be reviewed after 6 months

Please apply by sending a covering letter and relevant clerking experience to balc.clerk@outlook.com by Thursday 30th September 2021.