



# Vacancy Area Secretary

LALC has 12 Area Committee networking groups around Lancashire & Merseyside.

Following a period of quiet, due to Covid and LALC changes, there are a number of Area Committees which need a new Champion to be its Secretary.

There are a number of Area Secretary vacancies to fill:

**Bolton, Fylde, Preston, Ribble Valley  
& Merseyside Association of Local Councils**

Each Area Secretary role comes with an honorarium payment for the work – set by the area committee.

If you think you can bring your Area Committee alive, contact Debra below to find out the details of the specific area job you are interested in – see further details below.

LALC E: [office@lalc.org.uk](mailto:office@lalc.org.uk) T: 01772 750900

## **What is an Area Committee?**

LALC member councils nominate representatives to attend the Area Committee meetings. The Councils each contribute a fee towards the Area Secretary honorarium payment

An Area Committee runs its own network, and the Secretary is a key part of holding the network together and building on its strengths.

The meetings give member council's the opportunity to network with other local Council's in their area.

Each Area Committee nominates a number of representatives to sit on the LALC Executive. LALC is run by its members - representatives from member councils sit on LALC's Executive Committee; represent the area on other relevant bodies and sit on the NALC Council.

## **What is the role of the Area Secretary?**

The Secretary is the key role for each Area Committee and will manage many tasks, some of which are to:

- collate members' details
- arrange the area meetings
- invite members to the meetings
- record and act on the meetings instructions
- liaise with LALC on its nominated members

But, more importantly the Secretary will help keep the Area Committee relevant by:

- encouraging attendance at meetings and networking opportunities
- translating current 'hot topics' in to learning opportunities with discussions, presentations or training being delivered at the area committee meetings
- including topical or seasonal subjects on the agenda relevant to the Council's work throughout the year
- attracting speakers or experts to visit the meetings
- being creative to bring the area committee meetings alive and the event 'not to miss' for the Councils' representative