Honorary Secretary: Main Responsibilities

- To prepare paperwork for Trust Council Meetings (4 per year), and the Annual General Meeting.
- Send documents by email (agendas, minutes of previous meetings and reports) to all Trust Council members at least a week in advance of the council meeting and four weeks in advance of the Annual General Meeting (AGM).
- Liaise with Membership Secretary/website manager who will send AGM papers out to all Sussex Gardens Trust members electronically 4 weeks before the meeting. Printed notification of the meeting to be posted to those not on email.
- Forward electronically information for CGTs from the Gardens Trust
- Support: Initial point of contact SGT Chair. Also other council members will always offer help
- Suggested hours: 2-3 hours per week in the run up to meetings.

Please contact Penny Vasey information@sussexgardenstrust.org.uk to express interest or for more information about the role.

Sussex Gardens Trust

30th April 2026