

# Honorary Secretary 16 to 25 Years

## South Essex Natural History Society

Contact:

**Pat Wortley**  
**Mrs P Wortley (Membership Secretary)**  
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### When Required :

Mon-Fri pm Mon-Fri eve All Weekend

*Details valid from Wed 23 Sep 2009 to Thu 23 Sep 2010*

### Areas of Interest

Animals, Environment

### Type of Activity

Administration, Advice, Information and Support

### Recruitment Method

Application Form, Interviews

### Description :

Come to Committee Meetings to discuss our programme; answer enquiries and letters; write minutes; attend interesting talks on wildlife.

### Skills and Qualifications :

Secretarial - Minute Taking - Writing Reports of Walks.

<b>Age/Gender Restrictions:</b>	16 to 25 years
<b>Disabled Access:</b>	Yes
<b>Equal Opportunities Policy:</b>	No
<b>Expenses:</b>	Travel
<b>Induction:</b>	Yes
<b>Insurance Cover:</b>	No
<b>Support on offer:</b>	Support from Committee Members
<b>Training:</b>	Minute taking and correspondence

## **Directions :**

Most indoor meetings at Southend Central Museum. Committee meetings at various locations in the Southend area