



Job title: Committee Clerk
Responsible to: Town Clerk
Organisation: Bognor Regis Town Council
Place of work: Town Hall, Bognor Regis
Hours of work: 12 Hours per week

The purpose of the job and its primary objectives:

To organise the democratic and administrative support to the Environmental and Leisure Committee on behalf of the Council. This document does not constitute a full 'Job Description' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

The main duties of the post:

Clerking the Environmental and Leisure Committee including setting up of the venue and attendance at meetings to include evenings; producing agendas, reports and minutes; overseeing of delivery of any actions/outcomes.

Answering the phones, passing on calls as appropriate, and dealing efficiently and courteously with enquiries from Councillors and the general public, directing them to the appropriate authorities if the subject is outside the scope of the Town Council.

Assisting the Town Council office from time to time with the organisation of civic events.

Attendance if and when required, at civic functions, attended by the Mayor and Members of the Council, which may include evenings and weekends.

Other functions

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk or line manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.