

**THE METROPOLITAN PUBLIC GARDENS ASSOCIATION**

**REGISTERED CHARITY NUMBER 303330**

The MPGA seeks a new HONORARY SECRETARY.

The MPGA is one of the longest established horticultural Charities in London, founded in 1882, and has played a vital role over the years in the preservation and improvement of green open spaces, community gardens and neglected sites throughout the Capital. It is run entirely by volunteers.

We are looking for someone who is IT literate, has good social media and networking skills and an interest in London’s green spaces and horticulture in general.

**Job Description .**

Attend quarterly Executive Committee Meetings, normally held in the afternoon. (There is an Honorary minute taker for meetings). These may be face-to-face or virtual.

Provide the Committee with all papers and information for meetings.

Ensure that the website ([www.mpga.org.uk](http://www.mpga.org.uk)) is kept up to date and that social media is used to communicate the work of the charity to the wider world. Deal with general queries received via the website. *(The website is currently being renewed).*

Organise the Annual General Meeting and the production of the Annual Report. *(Other members will assist with this).*

Ensure that appropriate archiving of records takes place.

Network with other leading gardening and horticultural organisations attending occasional meetings.

Please apply to the Chairman:-

Rex Thornborough

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