ROLE VACANCY

Area Committee Secretary for the Ribble Valley Area

Could your skills bring your Area Committee alive?

We need an organised, motivated Area Secretary for the South Ribble Area Committee who will:

- encourage attendance at meetings and networking opportunities
- translate current 'hot topics' in to learning opportunities with discussions, presentations or training being delivered at the area committee meetings
- include topical or seasonal subjects on the agenda relevant to the Council's work throughout the year
- attract speakers or experts to visit the meetings
- be creative to bring the area committee meetings alive and the event '*not to miss*' for the Councils' representatives

This role has no set hours as it is small voluntary role which can be done alongside other employment ie, Clerk to a Council roles. It has an annual honorarium of £500 plus £10 per member (2026/2027 totalling £780 for a full year) this will be apportioned if only part of a year covered. If more Councils join membership in the Ribble Valley area, the secretary honorarium increases.

If you are interested in the role email in to Debra Platt at office@lalc.org.uk or if you want to ask for more information give Debra a call 07950 28 1111 or 01772 750900.

Lancashire Association of Local Councils

An Area Committee & its' Secretary

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

Each Area Committee nominates from its representatives members to represent them on the LALC Executive.

Blackburn	LALC Executive place allocation 2
Bolton	LALC Executive place allocation 2
Burnley, Hyndburn & Pendle	LALC Executive place allocation Burnley 2, Hyndburn 1, Pendle 4
Chorley	LALC Executive place allocation 3
Fylde	LALC Executive place allocation 3
Lancaster	LALC Executive place allocation 3
South Ribble	LALC Executive place allocation 2
Ribble Valley	LALC Executive place allocation 4
South Ribble	LALC Executive place allocation 3
West Lancashire	LALC Executive place allocation 3
Wyre	LALC Executive place allocation 4
Merseyside Association of Local Councils (MALC)	LALC Executive place allocation 9: Knowsley 3, Sefton 3, St Helens 3

Each Area Secretary role comes with an honorarium payment for the work.

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 LALCs 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 are below, more area listed in the Duties document:

- 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

Lancashire Association of Local Councils
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AREA COMMITTEE SECRETARY COMMITMENTS

The LALC Area Committee Secretary will:

- Maintain an up-to-date list of their member Council representatives, supplied to them from their member Councils or LALC if the information comes in via that route.
- Communicate meeting dates, details, agenda, minutes and any necessary information to the Area Committees representatives and encourage attendance and be creative to bring the area committee meetings alive and the event 'not to miss' for its representative.
- Inform the Area Committee representatives of current 'hot topics' and turn in to learning opportunities with discussions, presentations or training – or include topical or seasonal subjects on the agenda and arrange specialist or expert speakers to visit the meetings.
- Supply information to the LALC office of the Area Committee meeting dates/venue/time etc, to be placed on the websites Area Committee page.
- Circulate to their area committee members, using a link to the web page, the information displayed regarding the LALC Executive meetings.
- May attend LALC Executive meetings, but will not have a vote to learn, report back or observe.
- Supply to the LALC office questions referred to the Executive from the Area Committee meetings.

LALC will support the Area Committee Secretary with:

- Pay an honorarium to the Area Secretary.
- Pay expenses incurred to the Area Secretary.
- Offer personal training, advice and support to every Area Secretary.
- Allow Area Committees use of the LALC Zoom account.
- Supply the Area Committee with a generic email, which will be held/used by the Secretary for the area committee business eg. chorley@lalc.org.uk
- Supply electronic logos/media for use to maintain a consistency with communications going out in the name of LALC.
- Supply information on request of which Councils are members in your area.
- LALC will keep the Area Committee page and the Executive Board pages of the website up-to-date for reference of its members and the Area Committees.