

# Llanymynech Limeworks Volunteer Secretary Description



## Who We Are

The “LLIMEYS” as we are commonly known, is a group of people who have come together with the common interest of preserving Llanymynech Limeworks for future generations.

The Limeworks ceased operations in 1914, about the time of the outbreak of WWI and lay derelict for decades before being purchased from the Earl of Bradford’s estate by Shropshire Council in 1970. The limestone quarries were leased by the Earl of Bradfords estate to the Shropshire Wildlife Trust (English quarry) and the Montgomeryshire Wildlife Trust (Welsh quarry).

The Hoffmann kiln and Chimney and the two Draw kilns next to it were given Grade II listed building status on 21 October 1987 and the Limeworks was declared a Scheduled Monument on 14 July 2006. On 28 September 2020 the Limeworks was awarded Local Nature Reserve status.

2006 to 2009 saw large scale conservation works carried out with a grant from the Lottery Heritage fund and English Heritage. Since then, the site has been largely maintained by the efforts of our volunteers.

## General

The Llanymynech Limeworks is owned and managed by Shropshire Council. As volunteers we work within any boundaries set out by the Council and should consult with their representative on all matters affecting the well-being of the Limeworks.

The role of the Llanymynech Limeworks Volunteer Secretary is to help the Chair Person and committee with the smooth running of the LLIMEYS activities.

Currently there is no reimbursement for time or expenses available, however this policy is subject to review by the committee should the funding become available.

## Key Skills

- Good organisational qualities
- Good planning qualities
- Good communicator

## Tenure

The Llanymynech Limeworks Secretary shall be elected at a General meeting of members and serve for a maximum period of 5 years. An individual may be elected to serve successive terms, but will always be subject to the 5-year tenure rule.

The Secretary should ensure that a successor is found before the term of office finishes.

## Meeting Organisation

The Secretary will assist the Chair Person in planning all meetings of the LLIMEYS, including the Annual General Meeting as appropriate, ensuring:

- The agenda is planned in advance with the Chair Person.
- Agenda items are received from committee members and volunteers.
- The agenda for each meeting is circulated in advance of the meeting.
- The Chair Person is notified if a quorum is not achieved.
- Minutes are taken, including members present and action items.
- Minutes are approved and signed by the Chair Person.
- Members are aware of their action items.
- Monitoring of action items.

The Secretary should notify the Chair Person when a signed letter is received requesting an Extraordinary General Meeting (EGM) in accordance with the LLIMEYS Constitution. The Secretary should work closely with the Chair Person to organise any such EGM.

### **Record Keeping**

The Secretary is to maintain the following:

- Membership record for Full members
- Membership record for Associate Members.
- List of all Committee members, including tenure dates.
- Record of all Key Holders

### **Reports**

The Secretary, in conjunction with the Chair Person will write and distribute the LLIMEYS Annual Report, seeking assistance from other committee members and volunteers as needed.