

Dear NCMD member,

The NCMD Executive Committee is looking to fill a current vacancy and appoint a General Secretary to conduct the administrative business of the National Council.

This Officer has responsibility for all administrative arrangements of Executive Committee meetings and in addition has the following duties:

1. The provision of any documents or papers to Executive Committee members relating to items of business on meetings agendas.
2. Responsibility for dealing with all enquiries from press and other media on behalf of the NCMD.
3. Attendance at meetings on a casual basis when the needs arise at the direction of the Chair.
4. Co-ordinating the content and overseeing the publication of the NCMD's journal 'Digging Deep'.

The General Secretary may also be required to undertake other duties to represent the interests of the NCMD at the direction of the Chair.

Members who are interested this position should in the first instance contact the Chair, Clive Coleman ([vacancy@glemsford.net](mailto:vacancy@glemsford.net)) giving full details of age and relevant experience. This position is an opportunity to represent the interests of the hobby at the highest level and requires a candidate who has excellent communication skills, appropriate experience and understanding of hobby metal detecting.

Consideration will be given to members who have had suitable experience of administrative/secretarial responsibilities at club or Regional level within the NCMD.

Closing date for expressions of interest in this position is **14<sup>th</sup> June 2020** and shortlisted candidates will be interviewed by Executive Committee members at a mutually convenient location and date.

This is a volunteer position for which appropriate out of pocket expenses will be paid.