



York Allotments Charitable Incorporated Organisation Role Description for Site Secretaries

Each allotment site has a voluntary representative, usually known as the Site Secretary, who helps to run the allotment site.

The Allotment Site Secretary's Role is to:

- Monitor the waiting list;
- Show prospective tenants around the site;
- Notify the Administrator of new tenancies;
- Grant permission to tenants wishing to erect a shed or greenhouse or keep livestock, including issuing and returning forms to YACIO;
- Notify the Administrator about plots in a poor state of cultivation;
- Help to keep allotment tenants informed of waste collections, site matters and forthcoming events by displaying up to date notices on the site board;
- Alert YACIO to any problems.

In Return the Secretary Receives:

- Their own plot rent free;
- A small annual honorarium to cover phone bills & other expenses.

Where there is an Allotment Association, the Site Secretary is usually co-opted as a member of the Association committee. It is important that the Site Secretary keeps in touch with the work of the Association to avoid confusion in communications between allotment tenants and YACIO.

Site secretaries from all of the allotment sites are invited to attend at least two evening meetings each year. These meetings are an opportunity to compare notes between sites and to learn from each other's experience and to provide feedback to the Trustees of YACIO.

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