

Name of Volunteering Activity

Electoral Roll Officer

Name of current Volunteering Lead

Sally Prescott

Tasks to be undertaken

Maintain the Electoral Roll at St Mary-at-Finchley.

For five years, delete or add names to the Roll and liaise with the Parish Administrator to effect these changes, and produce a copy for display 2 weeks before the APCM in April.

For the sixth year, prepare a completely new Roll, leaving enough time to publicise this, collect completed application forms, liaise with the Rector, liaise with the Parish Administrator to prepare a new list on the computer and produce a copy of this list to display in church before the APCM.

Any particular skills required?

None.

Expected hours to be committed (per week/ month/year)?

See above description of tasks to be undertaken.

Regularity

See above description of tasks to be undertaken.

Any flexibility to shorten the time requirement?

None.

Any special arrangements that could be made for volunteers with health conditions or impairments?

None.

Name/s of people currently volunteering in this role

Sally Prescott

Do we need any more help with this role?

Not at present