

Pullen Pullen Catchments Group Inc.

A Landcare Group
ABN 97 988 369 006



Position Vacant – Secretary for Pullen Pullen Catchments Group (PPCG)

The Pullen Pullen Catchments Group (PPCG) is a local bush care group that aims to foster awareness and appreciation within the community of the need to protect the natural environment throughout the catchments and to help conserve Australia's unique flora and fauna.

PPCG's long term secretary is retiring but is happy to assist an incoming secretary in the short term.

The main roles for the secretary are to:

1. Prepare agenda for monthly meetings, take minutes and circulate to the committee
2. Circulate notices of working bees, events, general points of interest etc to PPCG members
3. Act as contact point for liaison between the committee and members of the public
4. Assist with completing the annual return, surveys and membership details.

Monthly meetings are held from Feb to Nov on the first Wednesday of each month at the Pullenvale Environmental Education Centre on Grandview Rd from 6-7.30pm.

The AGM is normally held on a Sunday in early December.

The position requires basic computer literacy and a laptop is provided. Time commitment is around 2-3 hours a week.

If interested please contact our President John Ness – phone 3202 7556 or email nessjohnb@gmail.com