



Your management company managed by the residents

Dear Resident(s)

Knights Grove Management Vacancy

We have a vacancy on the Knights Grove Management Committee for the **Membership Director**.

The main duties include:

- Responding to email enquiries
- Welcome pack to those moving onto the estate
- Keeping updated the membership list

The time commitment is approximately one hour a week and to attend a monthly management meeting.

This vacancy has arisen as the current Membership director has sold their house and will be leaving the estate in the near future.

If you are interested in the role or helping out the committee in general, then please send a note to the Chairman stuart@knightsgrove.co.uk by **Sunday 27th May 2018**

Stuart McCulloch
Chairman