

The Otter Valley Association



Parish Representatives

Parish representatives are appointed by the Executive Committee (EC) and are expected to make reports to EC meetings. The sizes of our parishes vary a great deal, as do the number of members. It is inevitable, therefore, that not all Parish Representatives will have the same duties and priorities, so the following are indicative of the main elements of the role:

1. Investigating and reporting on events and situations within the parish which ought to be brought to the attention of the EC or to one of the Activity Coordinators.
2. Assisting the EC particularly in promoting any OVA walks, talks or events taking place in their parish.
3. Assisting the Events &/or Talks Coordinators in preparing for such events in their parish, if applicable.
4. Putting up the OVA monthly poster notices of walks and events on Parish Notice Boards.
5. Promoting membership of the OVA to residents and visitors.
6. Liaising with Parish councillors and footpath officers as necessary, and attending some Parish/Town Council meetings to promote the OVA and act as a point of contact
7. Assisting in the delivery of the OVA quarterly Newsletters to the distributors in the parish, if applicable.
8. Advising the Membership Secretary of any changes to the membership in the parish, such as deaths or changes of address.

Approved by the Executive Committee – 7 July 2026

