



Group Secretary

1. The role

Purpose of Role The Secretary holds a pivotal position in the Group. He/ She keeps the Group Committee running effectively through good administration. In addition, the Secretary is in an ideal position to take a lead role in developing the Group's work and raising its profile.

Duties

General Administrative duties

- Arrange Group meetings and the AGM as required by the constitution.
- Act as primary point of contact with Central Office, receiving regular monthly mailings and with general public/ other organisations.
- Maintain up-to-date records of Group Office Holders and submit to the Area Secretary regularly as necessary.

Oiling the wheels of the committee

- Gather together relevant documents from members (eg. previous meetings minutes, reports from Office Holders, bulletins from Central Office) and circulate to members in time for meetings.
- Monitor the actions agreed at the last meeting to ensure that progress is being made
- Communicate regularly with other Group officers (particularly the Chair) to keep the committee business going well.

Skills & Experience

- Enjoyment of walking and an affinity with all the charitable aims of the RA.
- Well-organised: Good at administration
- Team-player, able to build good relationships with other Office Holders, especially the Group Chair. Aware of the contributions in time and energy of fellow volunteers.
- Computer literate, comfortable with word-processing and the internet.

Support available

Support is often available from fellow volunteers in the Group or from Secretaries in other Groups in the Area. The Area Secretary can put you in touch with these people. The Volunteer Support Team in Central Office can provide some guidance and advice on request.

2. Further information

Volunteer Development Team

2nd Floor, Camelford House, 87-89 Albert Embankment, London, SE1 7TW

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