

# Group Secretary



<b>Role type:</b>	Governance/management
<b>Main purpose of the role:</b>	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.
<b>What we need from you:</b>	<ul style="list-style-type: none"><li>▪ Enjoyment of walking and an affinity with all the charitable aims of the Ramblers.</li><li>▪ Well-organised: Good at administration.</li><li>▪ 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.</li><li>▪ Computer literate, comfortable with word-processing and the internet.</li></ul>
<b>What you could be doing:</b>	<p><u>General Administrative duties</u></p> <ul style="list-style-type: none"><li>▪ Arrange Group meetings and the AGM as required by the constitution.</li><li>▪ Act as primary point of contact with central office, receiving regular monthly mailings and with general public/other organisations.</li><li>▪ Maintain up-to-date records of Group Office Holders and submit to the Area Secretary regular as necessary.</li></ul> <p><u>Oiling the wheels of the committee</u></p> <ul style="list-style-type: none"><li>▪ 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.</li><li>▪ Monitor the actions agreed at the last meeting to ensure that progress is being made.</li><li>▪ Communicate regularly with other Group officers (particularly the chair) to keep the committee business going well.</li></ul>
<b>Resources:</b>	Resources are available on the volunteer section of the Ramblers website <a href="http://www.ramblers.org.uk/volunteer">www.ramblers.org.uk/volunteer</a>
<b>Contact:</b>	Volunteer Development Team <a href="mailto:volsupport@ramblers.org.uk">volsupport@ramblers.org.uk</a> / 020 7339 8500