

## **Voluntary post vacancy: Honorary Secretary**

**Do you love Bedfordshire's countryside? Join our friendly team as a Honorary Secretary and help us to build the effectiveness of this well-respected local countryside charity.**

### **The role**

We are looking for a new Honorary Secretary to sit on our Executive Committee. The role would involve:

- being a trustee of the charity
- taking minutes, and circulating minutes and agendas, for the charity's Executive Committee meetings
- overseeing the organisation and administration of the Annual General Meeting, ensuring that procedures are followed
- providing an Annual Report to the Charity Commissioners
- being the guardian of the Branch Constitution and responsible for any changes thereof

You would contribute actively to our Executive Committee meeting every two months, helping to give strategic direction to the organisation, set overall policy, define goals, set targets and evaluate performance.

### **Person description**

We hope that you would be able to offer us the following capabilities:

- excellent organisational and secretarial skills
- good attention to detail
- good written and verbal communication skills
- ability to work as a team member with a group of committed volunteers
- competence with IT including word processing, email, internet and database
- can attend meetings or, when not possible, can provide updates for meetings
- an interest in the countryside

### **What's in it for you?**

This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your skills and experience to make a real difference and to be part of a friendly and passionate group. Benefits include:

- A great opportunity to use your background and to develop new skills
- Working with others to make a difference locally
- Opportunities to attend national CPRE activities, events and workshops

**Time commitment**

This role is mainly home-based, with the option of using our branch office in Bedford. The time commitment each week is flexible - plus attendance at executive committee meetings every two months.

**Further information**

If you would like further information about this role, please email [nicola.scholfield@cprebeds.org.uk](mailto:nicola.scholfield@cprebeds.org.uk) or phone on 01234 353331 (office is open most Mondays and Thursdays, otherwise please leave a message and we'll return your call.)

To apply for this role, please send a CV and covering letter to our chair, Gerry Sansom, at [gerry.sansom@cprebeds.org.uk](mailto:gerry.sansom@cprebeds.org.uk).