

# Area Secretary



<b>Role type:</b>	Governance/management
<b>Main purpose of the role:</b>	Ensure the committee keeps running effectively through good administration.
<b>What we need from you:</b>	This role would suit you if you like being organised and sorting out all the details. Secretaries need to be good at building relationships with the rest of the committee, especially the Chair. You will also need to be comfortable using a computer and the internet.
<b>What's in it for you:</b>	This is an opportunity to use your organisation skills to help the Area achieve its goals. You will be working as part of a team and meeting lots of new faces.
<b>Why you are needed:</b>	The Secretary holds a pivotal position on the committee. They work with the Chair to ensure the smooth running of the committee, particularly looking at the logistics. They make sure that everyone keeps in touch and information is shared. Secretaries also keep on top of record keeping and bring basic policies, such as Safeguarding Children and Vulnerable Adults, to the attention of the committee.
<b>What you could be doing:</b>	Circulating agendas and reports ahead of meetings, taking minutes, working with the Chair to compile the annual report, answering queries from the public, keeping in touch with the other officers and Group Secretaries, booking meeting rooms & planning the AGM, maintaining up-to-date records of office holders and keeping in touch with central office.
<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

