Volunteer Role Profile

Volunteer Role	Area Secretary
Volunteer Manager	Area Chair
Where you will be based	Community

Why we want you

Ramblers' groups are organised into about 59 areas, making sure that all are supported and act together so that we can see the organisation's vision become reality. The Area Secretary is a key role, making sure that the right processes are followed at the right time, the right information is recorded or shared and that all of the groups in the area are kept in the loop.

What you will be doing

- Working with the Area Chair to arrange meetings, including agendas
- Arranging meetings, including the AGM, booking rooms, sending out invitations, organising catering and other arrangements
- Making sure that accurate minutes are taken and circulated
- Making sure that all area records are kept up to date and safe
- Keeping in touch with Ramblers' offices, sharing news, including key organisational policies, with the area committee and groups

The skills you need

- Very organised
- Confident writing agendas and keeping records
- Able to understand policies and apply them to real life situations

What's in it for you

- The opportunity to be in a key Ramblers' leadership role for the area, to
- help deliver the organisation's aims
- Defined area of work that you can organise to make your own, being
- behind the scenes or more visible as you prefer
- Volunteering that mainly fits around your life and other activitie

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