

Volunteer Role Profile

Volunteer Role	Group Minutes Secretary
Volunteer Manager	Group Secretary
Where you will be based	Community

Why we want you

The Ramblers' has more than 100,000 members, organised into about 59 areas and hundreds of groups. Making sure that everyone is kept up-to-date with what's happening and has the chance to take part is really important. Taking accurate minutes that record what happened at the different meetings, the Group Minutes Secretary helps make sure that the right records are kept and that people who were not there can still know what was agreed.

What you will be doing

- Working with the Group Secretary to make sure that minutes are recorded for all meetings
- Writing accurate minutes of the meetings you are asked to cover
- Writing up minutes in the agreed format, promptly, after meetings, circulating them for changes and agreement

The skills you need

- Excellent written skills
- Able to understand complex situations, recording key information and decisions in plain English
- Confident using a computer to write documents and use email

What's in it for you

- Clearly defined tasks without being too big a role
- Volunteering is well planned with a clear schedule for the meetings you'll be minuting
- Great way to help out in your local community with the support of all of the Ramblers' groups working together to bring walking to all