

Are you well organised and interested in the smooth running of your CAMRA branch?

Each branch needs a **Secretary** to prepare for meetings and to help with running the branch.

The role involves

- Preparing meeting agendas in consultation with the Chair and circulating them.
- Arranging meetings: booking rooms, equipment, facilities, etc.
- Taking minutes at meetings before circulating to committee members (may be delegated to a Minutes Secretary).
- Working with the Chair and Social Secretary to plan meetings.
- Keeping an up to date record of committee membership and making changes on the Membership Database.
- Being the branch contact for enquiries and with the CAMRA Office (may be delegated to another volunteer).

Useful skills and knowledge

- Good organisational skills and an eye for detail.
- An understanding of committee procedures and minutes.
- Good communication and interpersonal skills.
- Access to the internet and a computer/tablet.

Time commitment

- Hours are flexible to suit your availability but you would need to attend branch meetings and other events at key times throughout the year.

Information and support

- Support is available from others within your Branch, Region and CAMRA's membership team – membership@camra.org.uk
- Advice and guidance is available from your branch committee members, others who have previously filled the role and the [Volunteers Area](#) of the CAMRA website.

For more information on this or any other branch role, please contact [your local branch](#)

You can also contact volunteer.services@camra.org.uk

