

The RPS Volunteering: Secretary

About this role

The role of the secretary is to support the Group Chair/Regional Organiser in ensuring the smooth functioning of the Committee. The secretary has responsibility for the day-to-day administration for the committee, keeping an overview of the latest developments and storing minutes from committee meetings.

Responsibilities include:

- To prepare and circulate meeting agendas in consultation with the Chair/Regional Organiser and other committee members, including the Annual General Meeting (AGM)
- To circulate draft and final agendas and any supporting papers in good time
- To minute meetings and circulate those to the relevant audience
- To check that committee members and staff have carried out agreed actions
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)

Desired skills:

- Strong teamworking skills
- Organisation and time management
- Attention to detail

What we offer

The opportunity to be part of an active volunteering community, meet new people that share the same passion. This role will give you encourage you to expand on your skills and experiences, while working with us to promote photography for everyone.

Flexible working is key, so many tasks can be performed according to personal availability. Our Volunteer Support Team will assist and guide you on your journey.

