

## Volunteer Role Description: Secretary Groups/Regions

### About the Royal Photographic Society

The Royal Photographic Society is a registered charity which aims to educate members of the public, promote the highest standards of photography and encourage public appreciation of photography. The Society was established in 1853 and has over 10,000 members in the UK and abroad. It is the UK's leading photography organisation, realising its aims through a combination of workshops and courses, competitions and touring exhibitions, a distinctions and qualifications programme, and an annual awards ceremony.

### About this role

The role of the secretary is to support the chair in ensuring the smooth functioning of the Committee. The secretary has responsibility for the day-to-day administration for the committee. We are looking for someone with good organisational and communicational skills with an eye for detail.

**Please note: to volunteer for this role, you must be a current member of the Society.**

#### Location

Location is unimportant as long as they have a close working relationship with their Group Chair/Regional Organiser.

#### Reporting to

Volunteer and Member Support Co-ordinators [volunteers@rps.org](mailto:volunteers@rps.org).

#### Hours

There are no set hours for this role. Based on historical records, the minimum time commitment required to be effective in this role equates to an average of 2 hours per week, depending how busy the Group/Region is

Flexibility is desirable, but many tasks can be performed according to personal availability.

### Typical tasks include

- To prepare agendas in consultation with the Chair
- To circulate agendas and any supporting papers in good time
- To receive agenda items from other committee members
- To check that quorum is present
- To minute meetings and circulate the draft minutes to all committee members
- To check that committee members and staff have carried out action(s) agreed
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)



## What we offer

- A clear explanation of what your role involves, including relevant training opportunities
- Appropriate resources and assistance to help you carry out your role
- A team of skilled HQ staff, including a dedicated Volunteering Manager, available to advise and support you as required
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles
- Recognition for your volunteering
- Agreed out-of-pocket expenses reimbursed in accordance with Society policy

Note: This document will be reviewed at regular intervals, every 24 months, this is the latest version from May 2023.

