

Secretary Role Description

Role Summary Our Local Committees are the local face of the British Horse Society. The Secretary is the clerical component of a successful committee. You will need to be a good administrator and organiser. In conjunction with the Chairman you will ensure the smooth running of the committee.

You will enthuse others to join and contribute to the committee and act as an advocate for The British Horse Society.

What's in it for you You will have the opportunity to make a difference for horses and people in your local area. You will be meeting new people and building skills, experience and confidence.

Main duties and responsibilities You will work with the Chairman to ensure the efficient running of the committee, this will involve:

- Liaising with the Chairman regarding the preparation and circulation of agendas for committee meetings.
- Preparing and circulating meeting minutes within four weeks to all committee volunteers and your Regional Development Officer/ Director.
- Supporting the Chairman and committee volunteers to prepare reports on their activities.
- Supporting the committee to arrange and administer meetings and events.

Skills and Knowledge

Essential

- Excellent administration skills
- Good organisational skills
- Computer literate, comfortable with using MS Office and the internet

Desirable

- Experience of volunteering
- Equestrian knowledge

Training and Support Your Chairman and Regional Development Officer/Director will be there to support you throughout your role. They will work with you to design an induction specific to your role and your skills.

We will also match you with a volunteer mentor who will be or have been a Secretary who can give you support and advice.

Resources You will need computer with email access and Microsoft Office. You must be willing to receive email, telephone and written correspondence from the BHS and committee volunteers.

Your Commitment We ask all our Secretaries to commit to a minimum of a one year term. On average our Secretaries contribute a minimum of half a day a month to the role split over meetings, events and administration tasks. Due to the nature of the role it will require some evening and weekend meetings and events, including attending all Local Committee meetings.

How do I get involved? Complete an enquiry form and your Chairman or Regional Development Officer/Director will contact you to discuss the role.

Notes No one who has been disbarred under the Companies Acts from holding office as a company director, or anyone convicted of fraud may serve in this position.