

Regional Secretary Role Description

Role Summary	<p>Our Regional Committees represent all the committees within their region. Providing opportunities for networking and sharing best practice among local committee chairmen and regional officers.</p> <p>You will support the Chairman in the coordination of the committee ensuring that all members provide feedback from their areas and have the opportunity to discuss success and concerns. Your approach will ensure that the committee conduct proceedings in an efficient, friendly and inclusive manner.</p>
What's in it for you	<p>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.</p>
Main duties and responsibilities	<p>You will work with the Chairman to ensure the efficient running of the committee, this will involve:</p> <ul style="list-style-type: none">• Liaising with the Chairman regarding the preparation and circulation of agendas for committee meetings.• Preparing and circulating meeting minutes within two weeks to all committee volunteers and your Regional Development Officer.• Supporting the Chairman and committee volunteers to prepare reports on their activities.
Skills and Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Excellent administration skills• Good organisational skills• Computer literate, comfortable with using MS Office and the internet <p>Desirable</p> <ul style="list-style-type: none">• Experience of volunteering• Equestrian knowledge
Training and Support	<p>Your Chairman and Regional Development Officer 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.</p> <p>You have the option to be matched with a volunteer mentor who will be or have been a Secretary who can give you support and advice.</p>
Resources	<p>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.</p>
Your Commitment	<p>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 Committee meetings.</p>
How do I get involved?	<p>Complete an enquiry form and your Chairman or Regional Development Officer will contact you to discuss the role.</p>
Notes	<p>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.</p>