



Volunteer Role Profile

SECRETARY

QUICK FACTS

Commitment Guide:	1.5 hours every three months approx (meetings), plus approx 6 hours admin.
Location:	Primarily home with minimal work required at Youth Centre.
Responsible to:	Chair
This role is for you if you:	- Have good admin skills. - Are passionate about supporting the club's development without doing face to face work with the young people.

Role Summary

A vital role, our secretary prepares agendas and takes accurate minutes at committee meetings, distributing these to committee members in a timely manner, as well as forwarding any club related information provided to you. Our admin is done primarily via email. You will need to keep copies of minutes on file and work closely with other members of the team. Other admin tasks would only occur in agreement with you. It would help if our Secretary is a trained Data Protection Officer, but this is not essential.

What you'll get out of it

- Sense of self achievement, fulfilment, and giving back
- Playing a key role within your community
- Access to free training relevant across several fields
- Being part of a very supportive team

How do the young people benefit?

- In a nutshell, the club can stay open. Without a Secretary to the committee, we are not running legally.

Skills required

Anyone 18+ with an enthusiasm for supporting the club can apply.

- Ability to communicate effectively with adults.
- Well organised and efficient.
- Experienced in computer and administration skills.
- Able to maintain confidentiality.
- Good listening skills.

Please note

All members of the committee have to have a DBS and safeguarding training (this can be arranged through us). All adults are expected to sign a confidentiality agreement.

Interested? Next steps

Please contact Jenny on chair.kyc@gmail.com for a no commitment discussion.