



## **Honorary Secretary - CPRE AVONSIDE**

CPRE fights for a better future for the English Countryside. We work locally and nationally to protect, shape and enhance our beautiful, thriving countryside for everyone to value and enjoy.

Campaigning throughout England is carried out by county-based branches, which aim to influence decision making on a range of environmental and land-use issues. At CPRE Avonside we have an opportunity for an Honorary Secretary to provide effective administration for the branch and ensure the charity fulfils its constitutional requirements.

### **Activities involve:**

- being a trustee of the charity
- receiving incoming mail from CPRE's National Office and outside organisations
- assessing content of mail, deciding on actions necessary and forwarding information to key volunteers and district groups
- being a liaison point between the Branch and district groups to ensure good communication and team work
- answering telephone enquiries
- taking minutes, and circulating minutes and agendas, for the charity's Executive Committee meetings
- overseeing the administration of the Annual General Meeting, ensuring that procedures are followed
- providing an Annual Report to the Charity Commissioners
- being the guardian of the Branch Constitution and responsible for any changes thereof
- advising on good practice, statutory procedures and charity governance, as required
- being sufficiently knowledgeable to answer questions from CPRE members on procedural matters
- being an advocate for the charity at all times - asking people to join, giving out leaflets, gathering names of interested parties and talking about our work

### **What we need from you:**

You will be home-based, carrying out activities around your other commitments and attending occasional meetings at locations within our Branch area, covering the City of Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire.

This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your administrative skills and experience to make a real difference, and being part of a friendly and passionate group.

Ideally, we hope that you can offer us most of the qualities described below:

- excellent organisational and secretarial skills
- good attention to detail
- good written and verbal communication skills particularly regarding telephone communication
- ability to work as a team member with a group of committed volunteers
- competence with IT including word processing, email, internet and database
- can attend meetings or, when not possible, can provide updates for meetings
- an interest in the countryside

As a guide, we anticipate this voluntary role will take 2-4 hours per week, with attendance at four meetings per year.

### What's in it for you?

CPRE volunteers are motivated to help for a range of reasons, but normally they have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.

Benefits include:

- A great opportunity to use your existing experience and to develop new skills
- Working with others to make a difference both locally and nationally
- The potential to meet and discuss issues with a wide range of like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy.

### How to Apply

If you are interested in this role, please email a CV and covering letter to the Branch Chair Georgie Bigg at [georgie.bigg@talk21.com](mailto:georgie.bigg@talk21.com) . For an informal discussion about the role please call the Chair on 01934 863070.

For more information about the work of CPRE Avonside and other volunteering roles available, please contact the Branch Director on 07854 741130 or [director@cpreavonside.org.uk](mailto:director@cpreavonside.org.uk) or visit our website: [www.cpreavonside.org.uk](http://www.cpreavonside.org.uk)

**Closing Date:** 31<sup>st</sup> January 2016

The English countryside is wonderful - help us look after it.