Volunteer Role Profile

Volunteer Role	**Secretary**
Volunteer Manager	**Chair**
Where you will be based	**Community**

Why we want you

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As secretary you'll contribute towards decisions to develop our charity. You'll organise and administer our meetings and ensure our compliance with governance regulations.

We're ideally looking for volunteers with some previous secretarial experience and a passion for environmental and countryside issues.

Please look at our other opportunities to find one that's right for you.

What you will be doing

- Organising meetings including preparing supporting papers and recording minutes and actions
- Writing correspondence on behalf of the board including an annual report to the Charity Commission
- Ensuring compliance with our constitution, charity law and regulations
- Advising on good practice, statutory procedures and governance
- Contributing towards our strategic plan and governance documents
- Being a positive advocate for CPRE and encouraging others to support our work
- Safeguarding the good name and values of our charity

The skills you need

- A commitment to CPRE policies, brand, campaigns and initiatives
- Good organisational and secretarial skills
- Some previous experience in an administrative role - paid or voluntary
- Attention to detail and ability to carry out tasks to deadlines
- Good written and verbal communication skills
- Have access to a computer and the internet at home and be confident using them
- Be able to commit to volunteering regularly to suit your availability including attendance at meetings

- Happy carrying out tasks independently and as part of a team
- We ask that all trustees are, or are willing to become, members of CPRE

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We’ll support you to develop in your volunteering role and provide you with relevant training
- We’ll give you a reference for your future work or volunteering
- Get involved with social events and workshops on a local and national level, including the annual CPRE conference
- The opportunity to attend a volunteer induction day at CPRE’s national office in London or a regional centre
- We provide out-of-pocket travel expenses