TRUSTEE - BRANCH SECRETARY ROLE

RSPCA SURREY EAST BRANCH

Do you have professional expertise you could use to help a good cause? Are you passionate about animal welfare? Become our principal communications trustee and help us to maintain our branches affairs and improve animals' lives.

Overview of the Branch Secretary opportunity

As a Branch Secretary, you would be in an essential volunteer role as the principal communications trustee, managing and maintaining the administrative affairs of our branch. Using your expertise and skills, you will be able to influence how we care for and prevent cruelty to animals and drive the implementation of key initiatives.

Primary responsibilities of the Branch Secretary

- To act as the primary contact point for all branch communications with the National Society, the branch committee, and the branch membership.
- Arrange branch meetings, ensure accurate minutes are taken and distributed in accordance with branch rules.
- Ensure all branch committee decisions are implemented and actions completed.
- Arrange the branch AGM including the compilation and distribution of the annual report, nominations, and agenda in line with a strict timetable.
- Liaise with the Branch Manager to arrange the timely dissemination of the contents of relevant correspondence and literature received by the branch, to all committee members, and reply to branch correspondence where necessary.
- Liaise with the Branch Partnership Manager (BPM) to notify them of all branch meetings.
- Advise the BPM of all changes to branch facilities, services, and contact details.

What can we offer you?

- It's a great way to meet like-minded people who share your enthusiasm for animal welfare.
- You will have the opportunity to gain new skills and develop existing ones, whilst making a real difference to the lives of animals.
- New RSPCA trustees are provided with a "Trustees handbook" and asked to attend a training course which provides information and guidance about a trustee's role and responsibilities.
- Ongoing support is also provided by regional and national RSPCA staff in addition to any additional training provided by the relevant branch.
- Volunteer at the heart of the local community.

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Practical Considerations

A Branch Secretary would be expected to attend an evening monthly committee meeting lasting 2 to 3 hours, plus allow time to complete the secretarial role duties outlined above.

Trustees are elected for a 12-month term each year.

Further information and how to apply

For information about becoming a Charity Trustee, and to ensure it's the right decision for you, we recommend reading Charity trustee: what's involved

Please visit our website for more information about our branch and email contract_us@rspca-surreyeast.org.uk with any questions.

To apply, please email contract_us@rspca-surreyeast.org.uk with your CV and a covering letter explaining why you would like to be Branch Secretary, and what skills and experience you could bring to the role.