



Volunteer Opportunity

Honorary Secretary to the Management Committee

DIAL Great Yarmouth

Position	Voluntary
Hours	5 per month (approx)
Location	12a George Street, Great Yarmouth
Reporting to	Project Coordinator and Chairman of DIAL Great Yarmouth

An honorary secretary is required for DIAL Great Yarmouth, with duties as follows:

- To attend monthly Management Committee meetings (usually late afternoons) , Annual General Meeting (Sept/Oct) and Office Meetings (monthly where required)
- To prepare notices of meetings and agendas for meetings, after consultation with the Chairman or convenor of the meeting
- To take minutes of Management Committee Meeting, Annual General Meeting and Office Meetings
- To ensure minutes are prepared and distributed to the Board in a timely manner
- To ensure that statutory meetings and agendas are held at the appropriate time and that the required notice of such meetings is given
- To compile an Annual Report

Meetings take place either at 12a George Street, or another town centre location.

A degree on the above duties may be carried out from home, if the applicant has access to a computer and internet.

Person Specification

Essential skills

- Experienced minute taker
- Excellent word processing skills
- Excellent communication skills
- Experienced with Email
- Ability to work with a high degree of accuracy and attention to detail
- Ability to adhere to DIAL's confidentiality policy, as matters of a sensitive nature may be discussed by the Board

Desirable skills

- Home access to PC and internet (however these can be accessed from the office)



12a George Street
Great Yarmouth
NR30 1HR
Telephone 856900
info@dial-greatyarmouth.org.uk
www.dial-greatyarmouth.org.uk

Application Form

Personal Details

Title Full Name

Address Date of Birth
Postcode Telephone
Mobile

Email Address

Please explain why you would like to apply for the voluntary position of honorary secretary for DIAL Great Yarmouth, and what you feel you could bring to the charity

Please list below details of your employment history/background and any qualifications held – you may attach a separate CV to this sheet if you prefer.

Please use this section to give details of any membership of organisations, trustee or directorships of any other charity or company, which you feel may be relevant to your application.

References – please provide full name, address, telephone number (and Email address if applicable) of two people who could supply a reference for you in relation to your application for trustee for DIAL Great Yarmouth

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I confirm that the information supplied on this application is true and accurate. I authorise DIAL to hold this information and to contact the two referees named above in relation to my application.

Signed Date

Please return completed form to DIAL Great Yarmouth for the attention of the Chairman.