



Role title:	Secretary	Start date:	2023 AGM or sooner if possible
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Role description

The Coracle Society are seeking a new Secretary to replace our outgoing Secretary, who is no longer to continue in post due to personal circumstances.

This is an unpaid volunteer role and elected Officer of the Society.

The Secretary is an important role in the Society, primarily acting as the initial point of contact for public and member enquiries.

Summary of roles and responsibilities

- Answer and respond to phone, email or postal enquiries from members of the public and the Society, directing them to appropriate person(s) where relevant
- Organise and coordinate committee meetings and Annual General Meetings, including coordinating meeting date, time and location with relevant persons; and communicating this with relevant persons
- Preparing meeting agendas and minutes
- Attending meetings to ensure accurate recordings

Required skills/elements

Must have basic computer skills – word processing and email

Must be based in the UK

Must be a current member, and continue to be a current member, of the Society throughout the term of office

Desirable skills/elements

Knowledge of coracles, allied craft and/or net fishing would be desirable

Additional notes about this role

- As the main point of contact for public enquiries, the candidate must be happy with their postal address and phone number being published and publicly available
- A Society email address is provided for this role and must be used for all Society correspondence

For more information or to register your interest in the role, please contact Euan Raffel – email ewan@coraclesociety.org.uk or phone 01332 988334