

## Branch Secretary

“Whether you want to get involved in caring, fundraising, awareness raising or campaigning, you won’t fail to be uplifted by this community. And you will soon find yourself making a difference, even if it’s just in small steps. Every step is pushing us towards better care and the ultimate goal, a cure.” David, volunteer

### What’s involved?

- Support Branch Chairs in planning and organising branch/group meetings e.g. prepare meeting agendas, book meeting venues
- Ensure accurate minutes are taken and circulated
- Receive and respond to branch/group correspondence
- File and store branch documentation appropriately

### This role will suit me if I:

- Have good organisational and administrative skills
- Have effective written and oral communication skills
- Have basic computer skills and access to a computer

### What’s in it for me?

- Become part of a friendly and dedicated team
- Make a positive impact to the lives of people affected by MND
- Get access to a range of learning opportunities



### How flexible is the role?

Branch Secretaries will work for approximately 2-3 hours a week and attend on average 4 meetings a year.

### What sort of training/induction will I receive before starting?

You’ll be inducted into the role and informed about the Association. As part of this, you will receive e-learning, face-to-face training and mentoring. The training programme will also include experiential and reflective learning.

### What’s the next step?

Get further information by emailing [volunteering@mndassociation.org](mailto:volunteering@mndassociation.org) or call us on 01604 611681  
We encourage and welcome applications from all backgrounds and all communities