

# Volunteer Roles

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## Secretary

Zero Carbon Harrogate is a Charitable Incorporated Organisation (CIO) working to effect change across the district so that we can rapidly become a leading low carbon economy. We are currently made up of volunteers only. We are seeking a Secretary for our Management Committee to assist the Chair in the smooth running of meetings.

The role of Secretary requires an estimated commitment of 4 hours per month.

### **The Secretary's tasks include:**

- Preparing agendas in consultation with the Chair
- Circulate agendas and any supporting papers in good time
- Seeking and receiving agenda items from other committee members
- Checking that a quorum is present at meetings
- Taking minutes of meetings and circulating the draft minutes to all committee members and ensuring that the Chair signs them once approved
- Checking that committee members and volunteers have carried out action(s) agreed
- Circulating agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings. Storing minutes and other papers on the portal.
- Ensuring up-to-date records are kept of committee membership
- Ensuring the charity complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.
- Ensuring arrangements for meetings are in place, including booking the room, arranging for equipment and refreshments, organising facilities for those with special needs

### **Qualities and skills required:**

- An interest in climate change mitigation

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- Good organisational ability
- Experience of committee work and procedures
- Minute-taking experience
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Well organised and an eye for detail
- Ability to work well with the Chair
- Good time-keeping
- IT literate, competent with Microsoft Word