

## Fundraising group secretary

### Becoming a fundraising group secretary

This role requires between 5-10 hours a month

- You will maintain the groups administration including activity calendar, minutes of meetings, agendas, records of events and an up to date list of group members (compliant with data protection)
- Receive correspondence from the Community fundraising and pass this information on to other group members in a timely fashion
- Circulate agendas before meetings, take minutes and circulate post meetings
- Encourage all group members to actively participate and recruit new members when needed
- Ensure that supporters are thanked promptly for any support
- Minimum commitment of a year after training
- Inspiring others to support the work of the Together Trust

### Desired skills

- Strong administration and organisational skills
- Good interpersonal and communication skills
- Able to communicate via email and have access to a computer
- Be committed to upholding the Together Trust Values of Positive, Professional, Passionate and Supportive

### What Together Trust offers

- An introduction to the Together Trust and training relevant to your role
- References for employment
- Reasonable out of pocket expenses
- The chance to have fun!