

## Branch Secretary

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“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



### 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