

Branch Secretary

Role Profile

Across England, Wales and Northern Ireland, [Branches](#) offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Branch Secretary provides support to Branch Chairs in planning, organising and facilitating meetings from an operational and administrative standpoint, overall supporting the functioning of the Branch.

Tasks and activities

- Support the Chair with Branch operational activities and logistics, including preparing meeting agendas, booking venues for meetings, and similar responsibilities
- Ensure accurate and concise minutes are taken and communicated appropriately
- Receive and respond to general Branch queries and correspondence
- Manage the storage and management of information and data in line with policies
- Adhere to the MND Association’s policies and procedures, including Safeguarding
- This role may require attending meetings and events. Expenses are covered per our policies.
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means that it includes an informal interview and two references.

Successful applicants will complete a structured induction pathway, involving completion of e-learning.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’).

About our Branch Secretaries

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We develop and maintain positive and supportive relationships with others
- We use great communication skills to support key foundational Branch functions/ operations
- We bring people together through excellent communication and organisational skills

We **think Big**

- We are ready to enhance our understanding of MND to drive our approach to volunteering
- We are very organised and use our administrative and detail-oriented skills to support activities
- We use our brilliant ICT skills to succeed - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We ensure that we take steps to ensure our own and others’ safety
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We act impartially and take an inclusive approach to engaging with other volunteers
- We are always respectful and kind