

Macmillan Cancer Support: Volunteer Role Description

Role title: Secretary - Macmillan Committee – Formby Committee.

Why do you need me?

- To provide the administrative support for a fundraising committee of Macmillan Cancer Support. To positively promote and raise awareness of Macmillan within the local community.

What activities can I be involved in?

- Deal with correspondence on behalf of the committee
- Organise communication in the committee
- Make arrangements for committee meetings, including the preparation and distribution of agendas
- Invite the staff appointee to attend meetings and events
- Take minutes of meetings and the AGM, and send copies to the Macmillan contact
- Answer general enquiries about joining the committee and take appropriate action
- Keep records of membership
- Fundraise for Macmillan
- Acting as an ambassador for Macmillan in talking enthusiastically about the work of the charity and be able to answer questions posed by members of the public
- Supporting Macmillan's aims and objectives
- Comply with legal requirements, such as Health & Safety legislations for fundraising events and Macmillan's internal policies

What skills and abilities will I need to have?

- Effective communicator
- Organisational skills
- Honest and reliable
- Enthusiasm
- Team player
- An interest in cancer care and the services that Macmillan provides

What are the goals?

- To raise money and awareness, and to represent Macmillan in your part of the region.
- Making a difference to your local community
- Helping people affected by cancer

How much time should I offer?

- Flexible time commitment

What days of the week/time of day would you need me?

- Events and meetings could take place at any time during the day or week. They are generally organised to suit group members' availability.

Where will I be based?

- Meetings are generally held at a location within the groups area of operation

What are the benefits to me?

- Meeting and working with new people
- Developing your leadership skills
- Having fun
- Adding to your CV
- Making a difference to your local community
- Helping people affected by cancer

Is there an induction and training?

- Information pack and induction provided to help familiarise you with the work of the charity, the fundraising team and the current committee (if applicable)
- We will provide any training you need to complete the role

What ongoing support/guidance will there be?

- Support from the other members of the fundraising group
- Fully supported by the Fundraising Manager, and fundraising team
- Opportunities to meet and network with staff and fellow volunteers during the year
- You will be updated on the success of the team!

Will my expenses be paid?

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.

What's the next step?

Fill out an application form and we will then arrange for you to come to the office for an informal chat. Any questions please contact Grace Bennett

Date prepared: 14/10/2009