

# Campaigning Awards Committee Secretary

CAMRA's Campaigning Awards Committee is recruiting a secretary to start no later than June 2025.

We're looking for someone with experience of taking and writing up minutes, and ideally, committee experience (either at CAMRA or in another voluntary or professional capacity).

You will have excellent organisational skills, access to a PC (with camera), laptop or tablet, and Microsoft Word and Teams.

CAMRA's branded template documents will be made available to you, along with previous minutes and agendas. Our meetings are recorded (to aid minute taking) The previous secretary will also offer advice and guidance when requested.

The Committee meets the second Wednesday of every month, mostly online via Teams, but occasionally in person for which travel expenses can be claimed. Virtual meetings are on a weekday evening for between one and one and a half hours.

The Committee's next meeting is on Wednesday 14<sup>th</sup> May at 7.30pm. You are more than welcome to join us.

To find out more and apply, please contact [volunteer.services@camra.org.uk](mailto:volunteer.services@camra.org.uk) in the first instance.

