

Volunteer Opportunity – Real Ale, Cider & Perry Campaigns Committee Secretary

The Real Ale, Cider and Perry Campaigns Committee is looking for a new secretary. You can read more about the Committee and its remit [here](#).

Role description

Real Ale, Cider and Perry Campaigns Committee is responsible for setting CAMRA's strategic direction on drinks campaigning and coordinating a number of specialist advisory groups.

The Secretary's role is to provide administrative support the Chair. This includes taking the minutes and recording attendees/apologies at Committee meetings, sending details of the meeting by email for inclusion in the National Meetings Calendar, ensuring that meeting papers and an agenda are circulated in good time ahead of meetings, and that minutes are provided to first the Committee, and then to Volunteer Services for upload to the CAMRA website.

The Committee meets online every six weeks, with two in-person meetings held each year. The Secretary would also be responsible for booking a suitable venue on these occasions.

Skills and experience

Excellent note taking and administrative skills are essential. Some knowledge of CAMRA and its campaigning goals around beer, cider and perry is also desirable but not essential.

This volunteering opportunity would suit someone who is organised, with an eye for detail and has the ability to summarise information succinctly and clearly.

Requirements

You would need an internet connection and a computer, or other device with a webcam and microphone, in order to be able to join meetings held on Microsoft Teams. There would be some travel involved for in-person meetings, for which reimbursement would be available in line with CAMRA's Volunteers Expenses Policy.

Contact

If you are interested in this volunteering opportunity, please provide a summary of your relevant background and experience, to campaigns@camra.org.uk

