

Events Committee Secretary

CAMRA's Events Committee is looking for a Secretary to take minutes and distribute via the agreed channels.

Skills and experience

- Experience of minute-taking.
- A general interest in Beer and Cider Festivals is an advantage, but not essential.
- Access to a computer/laptop/tablet is vital as all meetings are held on Microsoft Teams.
- As meetings can be fast-paced, the ability to write/transcribe quickly and correctly is required.

Hours

The Committee holds five meetings a year, generally on weeknights with an occasional Saturday and last around two hours.

If interested, please contact The Events Director, Gillian Hough, at: gillian.hough@camra.org.uk setting out the reasons why this role is the one for you.

This vacancy will remain open until a suitable candidate has been found.

