

Campaigning Awards Committee Secretary

CAMRA's Campaigning Awards Committee is recruiting a secretary to start as soon as possible.

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, starting at 7.30pm 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.

Future meetings will take place on:

10th June; 8th July; 12th August; 9th September; 14th October; 11th November.

If you would like to find out about the position and attend any of these please let us know via the email below.

To find out more and apply, please contact volunteer.services@camra.org.uk in the first instance.

