



SECRETARY TO THE TRUSTEES: an Officer of the Charity VOLUNTEER ROLE DESCRIPTION

The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

FIRST POINT OF CONTACT: Chair of Trustees

RESPONSIBILITIES:

- To serve on the main committee and any relevant sub-committees.
- To arrange meetings of the committee, AGMs and EGMs.
- To manage the Minute Secretary and ensure the production of agendas and records Minutes of all the meetings.
- With the Chair, to ensure that the business of the charity, including the election of Officers and Trustees, is carried out in accordance with the Constitution.
- To ensure that the Volunteer Members' Register is properly maintained and kept up to date, including records of Role Descriptions, in conjunction with the other Officers and Trustees of the Charity.
- To ensure that Officers and Trustees are elected in accordance with the Constitution.
- To work with the Administrator to ensure all relevant administration in relation to the Charity is completed to a high standard.
- To undertake such other duties as may be agreed with the committee.

ADDITIONAL POINTS TO NOTE (applicable to all volunteers):

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).
- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.

Cirencester & District Talking News

Email: mail@cirencestertn.org | Tel. No. 2600282

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: cirencestertn.org

Charity No. 1218012

- Please inform the Secretary to the Trustees of any changes in contact details.
- Volunteers are entitled to vote at the charity's AGM and EGMs. Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer it the Chair of Trustees or Secretary to the Trustees who will bring it to the attention of all Trustees.

Date: April 2026

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