Volunteering role	**Community Secretary**
Role synopsis and primary focus	The role of Community Secretary involves organising leadership team meetings including the hire of an appropriate venue, adequate refreshments, AV equipment, etc. You will also be required to keep good notes of meetings, ensuring actions are noted and minutes distributed in a timely fashion. You'll be the primary point of contact for the community committee and at times will be asked to circulate information to the rest of the team, by your staff contact.
Person requirements	• Member of the IET. • If serving a local network, resident within the appropriate geographic area.
What you can gain from this role	This role is the first point of contact for the committee which offers opportunities to strengthen your communication and organisational skills.
Main duties and responsibilities	• Organise committee meetings including venue hire, refreshments etc. • Organise files and documents on the network SharePoint. Keeping records from the leadership team meeting actions and other relevant Network correspondence and documentation. • Record actions at the meetings, and ensure all decisions are noted particularly those with financial implications. • Circulate action list and agenda in advance of meetings and liaise with the leadership team members to ensure actions have been completed. • Prepare any formal correspondence required by the leadership team. • Act as the main contact for the leadership team regarding queries from members of the wider community, the public and other outside agencies. • Act as the main point of contact for liaison with Communitstaff. • Circulate information received from IET staff to the leadership team.
How this role supports our vision and mission	Inform, Inspire and Influence our local engineering communities.
Period of appointment	Where possible it is recommended that all roles are three-year terms.
Time Commitment	Typically, a few hours a month, plus more if organising activities.
Appointment method	Nomination to the post by the leadership team members.

Induction	Upon engagement you will be provided with:
	• Volunteers' Handbook
	• Access to IET EngX® online Volunteering community.
	• All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.
	• Other volunteer policies and guidance are provided on IET EngX®.

Training	• Guidance from your Local Network Manager or Community Manager.
	• Training and support available from the Local Network Manager or Community Manager.
	• Access to the IET EngX® Communities online area and resources.
	• Regular community communications messages.
Point of contact	The regular contact for this role will either be the Local Network Manager or Community Manager
	Initial enquires about applying for the role can be directed to volunteer@theiet.org

Date Updated: June 2025