Community Secretary

Primary focus:

The role of a Community Secretary, whether of a community or a technical network, is to provide administrative support to facilitate the effective operation of the leadership team and to ensure effective communication among the volunteers and staff.

Main duties and responsibilities:

- Organise leadership team meetings including venue hire, refreshments etc
- 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
- Keep records of leadership team meeting actions and other relevant Network correspondence and documentation
- 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 Community support staff
- Circulate information received from IET staff to the leadership team
- Adhere to the IET's data protection policy for volunteers.

Appointment method:

Nomination to the post by the leadership team members

Period of appointment:

Maximum three year term of office or less depending on community succession plan.

Training:

- Guidance from your Local Network Manager or Community Manager
- Training and support available from the Local Network Manager or Community Manager
- Online access to the communities volunteer web area and online resources
- Regular community communications messages.

Point of Contact:

The regular contact for this role will either be the Local Network Manager or Community Manager (if your community has one) - if in doubt, contact: communities-support@theiet.org
Communications:

When undertaking this role you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (CC or CRC)
- Ad-hoc queries from individuals keen to know more about your community
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit
- Events toolkit
- Governance structure (CRC / CC)
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- **Online sign-up to Policies and Code of Conduct:**
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

**Other Policies and Guidance** to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the Volunteer Hub for further guidance on policies and procedures.
Person specification:

- Member of the IET
- If serving a local network, preferably permanently resident within the appropriate geographic area

If serving a technical network, preferably with current / recent professional experience in the area of specialism.

Date Updated: May 2020