

Registered Charity Number 1148256

We are looking for a Volunteer Secretary to join SDN!

What is SDN (Shropshire Disability Network)?

Shropshire Disability Network (SDN) is a local charity run entirely by volunteers. We are committed to improving the experiences of people living with disabilities, their carers and families. We cover the county of Shropshire, including the Telford & Wrekin area.

<p>Vacancy Title: Volunteer Secretary</p>	<p>We are looking for a confident individual who has secretarial experience within a small organisation.</p> <p>Ideally, someone who is self-motivated, able to lone work, IT confident, and has experience in dealing with disability related issues. An understanding of charitable organisations would be advantageous.</p> <p>We will pay any necessary out of pocket expenses.</p>
<p>Location: Work from home <i>(We do not have an office)</i></p>	

Responsibilities of this post include, but are not limited to:

- Minutes writing and distributing
- Organising trustee and members meetings
- Booking meeting rooms and speakers
- Preparing agendas with the Chair
- Sending invitations to members
- Liaising with the Charity Commission

If you are interested in applying for a volunteering role with us, then please email us at volunteering@shropshire-disability.net with your CV and a Covering Letter.