



**Role:** Secretary, Reading Maternity Voices

The secretary is part of the core team, and is a role open to interpretation. It can be simply an administrative role, but there is opportunity and scope to be more involved in the decision making and project work of the Maternity Voices Partnership.

**Skills:** No formal qualifications are required however the successful applicant will need to be literate and numerate, and have a confident level of IT skills such as Excel, Word, Dropbox, Zoom and Teams, Mailchimp and email.

**Hours:** 5 remunerated hours per month on average in total. This may be more one month than another. Hours are not regular and apart from meetings can be flexible.

**Payment:** £20 an hour (which is chargeable for income tax purposes) plus expenses at 45p per mile and 10 per sheet printing.

### **Role responsibilities:**

#### **Formal Meetings**

- Distribute the papers for formal meetings
- Attend and take minutes of four formal meetings per year (June, Sept, Dec, March)
- Update action log
- After agreement with the Chair, distribute minutes and action log to members via MailChimp and email (for NHS staff).

#### **Parent Reps Gathering**

- Attend four reps gatherings where recent feedback will be discussed and the formal meeting agenda created (May, August, Nov, Feb)
- Take minutes, update action log
- Send minutes and action log to Chair and reps via Mailchimp

#### **Reading MVP Accounts**

- Assist with the creation of the annual budget
- Monitor bank statements
- Monitor payments in and out
- Make payments
- Produce annual accounting report

#### **Publicity/advertising**

- Assist with design, ordering and payment of advertising

#### **Other**

Maintain MailChimp database

Maintain and archive DropBox files