



St. John Ambulance Secretary – Birmingham LINKS Role Description

Role Description	Secretary – Birmingham LINKS
Responsible to	Chair, Birmingham LINKS
Purpose	To provide administrative support to Birmingham LINKS

Core Activities within area of responsibility

- 1 Ensure the safety and welfare of members at all times
- 2 To ensure Birmingham LINKS and its members adhere to all legal, general and dress regulations
- 3 To liaise with the various LINKS Sector Support Officers
- 4 To regularly consult and listen to the views of members
- 5 To present a summary of the role at the AGM
- 6 Develop and maintain plans to ensure that all relevant responsibilities are met
- 7 To preserve and uphold the corporate brand and image of St. John Ambulance

Specialist Activities required of this post

- ♦ To take minutes of Executive committee meetings and ensure these are distributed to all committee members within 7 days of the meeting
- ♦ To keep a register of members attending the weekly meetings
- ♦ To ensure the database/records store recording volunteer's details (including duty hours) is maintained
- ♦ To complete the Annual Return (SJF1), maintain members individual record cards (SJF4) and complete any other applicable paperwork
- ♦ To maintain confidentiality on all personnel matters
- ♦ To be responsible to the Chair and keep them informed of developments within the Secretary portfolio

Commitment required of this post

- ♦ Approximately 5-10 evenings to attend committee evenings
- ♦ Attendance at the West Midlands LINKS Committee training event
- ♦ Attendance at the termly West Midlands Sector LINKS Meetings
- ♦ Other time to meet the specialist activities of this post