

Volunteer Branch Secretary –Role Description

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| Role: Reading Branch Secretary |
| Staff Contact: Co-Chair Katie Cooper: scienceinreading@gmail.com |
| <p style="text-align: center;">Aims of the branch</p> <ul style="list-style-type: none"> ● to engage and inspire local audiences through the organisation of programmes of science events ● to enable participation of the general public in open and informed discussions on science and its implications ● to promote the vision and mission of the British Science Association and to help build upon the British Science Association's supporter base. |
| <p style="text-align: center;">What this role has to offer:</p> <p>This is a key position within the British Science Association branch network. By becoming involved with a BSA branch, you will have the opportunity to pursue your interests in science communication, and gain practical skills and experience. Branch committees work as a team, where anyone can propose and develop creative and innovative public event ideas. The Secretary role provides the additional opportunity to maintain communications within the branch volunteer group.</p> |
| Where this role will be based: Reading and surrounding area |
| <p style="text-align: center;">Level of commitment:</p> <p>Meetings of up to 3 hours every 4 month(s), plus a flexible and varying amount in between at your convenience. This would normally average at 1-2 hours a week.</p> |
| <p style="text-align: center;">Recruitment process:</p> <p>Contact Katie Cooper on the email above to discuss the role further. Please ensure that you sign our volunteer policy before you begin volunteering with the British Science Association.</p> |
| <p style="text-align: center;">Main tasks/responsibilities:</p> <ul style="list-style-type: none"> ● act as primary point of contact for the branch, internally and externally ● inform the BSA of any changes to the branch committee ● gather information and feedback from branch events to feedback to the BSA through quarterly reports ● coordinate internal branch communications and meetings ● attend and provide minutes for branch meetings ● manage branch stocks of equipment and publicity materials. |
| <p style="text-align: center;">Desired skills:</p> <ul style="list-style-type: none"> ● Familiarity with e-mail is essential. ● Familiarity with office software is desirable. ● Good time management and organisational skills. ● Prior experience and knowledge of science communication, administration, or event management is desirable but not essential. |

