

Volunteer Opportunity – Technical Advisory Group Secretary

The Technical Advisory Group is looking for a new secretary. Read more about the Group and its remit [here](#).

Role description

The Technical Advisory Group is responsible for providing guidance on any technical issues concerning beer and cider to all relevant groups within CAMRA, including the National Executive, Regional Directors, staff, national committees and branches.

The Secretary's role is to provide administrative support the Chair. This includes taking the minutes and recording attendees/apologies at Committee meetings, sending details of the meeting by email for inclusion in the National Meetings Calendar, ensuring that meeting papers and an agenda are circulated in good time ahead of meetings, and that minutes are provided to first the Committee, and then to Volunteer Services for upload to the CAMRA website.

The Group meets up to three times a year, either in person or via Microsoft Teams.

Skills and experience

Excellent note taking and administrative skills are essential. Some technical knowledge of beer, brewing, cider and cider production is also desirable but not essential.

This volunteering opportunity would suit someone who is organised, with an eye for detail and has the ability to summarise information succinctly and clearly.

Requirements

You would need an internet connection and a computer, or other device with a webcam and microphone, in order to be able to join meetings held on Microsoft Teams.

There would be some travel involved for in-person meetings, for which reimbursement would be available in line with CAMRA's Volunteers Expenses Policy.

Contact

If you are interested in this volunteering opportunity, please provide a summary of your relevant background and experience, to rd.northwest@camra.org.uk



Campaign
for
Real Ale