

## Volunteering with Alzheimer's Research UK

# Fundraising Group Volunteer Committee Member - Secretary

### Thank you!

Thank you for your interest in becoming a Volunteer Secretary of an Alzheimer's Research UK Fundraising Group.

Fundraising groups are such important volunteers to us. They allow us to have a greater presence across the UK than we'd otherwise have. Groups raise funds and vital awareness amongst their local communities and act as great ambassadors for the charity.

### What will a Fundraising Group Secretary do?

If you've got what it takes, you'll be involved in:

- Dealing with correspondence to and from the group.
- Assisting with the group's fundraising in the local area.
- Thanking supporters for their donations.
- Keeping the membership list of the group up to date.
- Taking and distributing the minutes at group meetings.
- Preparing and circulating meeting agendas.
- Booking meeting rooms/ venues as appropriate.
- Manage photo consent forms for events and provide copies for ARUK to store at Head Office.

### How much time will I have to commit?

No matter how busy your lifestyle, this role can fit around your commitments. You can volunteer on your terms, giving as little or as much time as you can spare.

### What are we looking for?

Although you don't need to have previous experience of a similar volunteering role within a charity, ideally, you'll have the following:

- Good communication skills.
- Strong organisational skills.
- Honesty and reliability.
- An ability to be a strong team player and leader of the group.
- Enthusiasm.
- A passion for the work of Alzheimer's Research UK.

## What are the personal benefits?

In return, as Secretary of one of ARUK's fantastic volunteer fundraising groups you'll benefit from:

- Reimbursement of reasonable out-of-pocket expenses.
- Support and guidance from your Regional Fundraising Officer.
- The opportunity to develop your communications, fundraising, PR and organisational skills.
- Gaining new experiences for career development, boosting your CV.
- Being part of a worldwide movement to defeat dementia.

## Why volunteer with us?

Our volunteers tell us that volunteering is fun and rewarding, and it helps them meet new people and have new experiences. But most importantly, it's their way to defeat dementia. Many of our volunteers have been affected in one way or another by dementia. Often, they've cared for a friend or family member with Alzheimer's disease. Volunteering for Alzheimer's Research UK is their way of being part of the community that is fighting back.

When you volunteer with Alzheimer's Research UK, you're helping us defeat dementia.

## Our promise to you

When you become an Alzheimer's Research UK volunteer, we'll always treat you with respect, consideration and appreciation. We'll listen to what you have to say and ask you what you think. We'll make sure you're always working in a friendly and encouraging atmosphere. And of course, your health, safety and welfare are our top priority.

We'll be there to support you every step of the way, and we'll make sure you know exactly what you're doing. To keep you up to date with how your support makes a difference, you'll also be able to receive our regular e-newsletters.

## How do I apply?

Please fill in our initial enquiry form at

<https://www.alzheimersresearchuk.org/support-us/volunteering/fundraising-groups/>

and the Regional Fundraising officer for your area will contact you for an informal chat and to answer any questions you may have.

Alternatively, please contact the volunteering team on **0300 111 5555** or email [volunteer@alzheimersresearchuk.org](mailto:volunteer@alzheimersresearchuk.org)