

Honorary Secretary, Friends of the New Forest

You can 'make it happen' as the Honorary Secretary of the Friends of the New Forest. We are the voice for the New Forest - its friend and watchdog - an independent campaigning charity based on our membership and volunteers.

The role within the charity

The New Forest Association, as it was known for many years, was set up in 1867 and so was 150 years old in 2017, when it re-branded itself as the Friends of the New Forest. You will be working with an enthusiastic and committed Chair and Vice Chair.

The role of the Honorary Secretary is to support the Chair in ensuring the effective functioning of our Board of Trustees and Advisory Council.

Responsibilities include:

- Ensuring that the organisation is properly run, e.g. meetings are quorate, minutes are signed etc
- General correspondence and acting as a point of contact between the Friends and other bodies, and the general public, and also sometimes the media.
- Organising the AGM, the re-election and election of Trustees, officers and Advisory Council members, the annual report and its distribution.
- Acting as Charity Correspondent and ensuring annual returns are made to the Charity Commission.
- Ensuring that Trustees and Council members have carried out agreed actions.

We have a Membership Secretary (working to the Hon Sec) who keeps membership records, receives applications for membership, and deals with renewals of membership. (This role is currently undertaken by a paid admin officer).

Required skills

General management and organisational skills.

Person description

To be a good organiser is the foundation of this role - you will be the linchpin of the organisation. Committee experience would be useful, and the ability to get people to do things! Knowing and loving the New Forest would be useful too, as the other Trustees are all there because of their commitment to it. But it is not essential!

What's in it for you?

If you want to make a huge difference to an important organisation, this is the role for you. The Friends have responded to major threats to the Forest in the past, and that's when we flourish most. In between, we value the special qualities of the Forest and champion them, as the only all-inclusive organisation promoting its well-being. We embrace and support opportunities to make changes for the better and seek to make them happen. We are the official voice for the New Forest through our membership of the Council of the national Campaign for National Parks (CNP). Our key activists are enthusiastic and friendly.

Time commitment

A maximum of 2-3 hours a week on average, including a daytime AGM and ten meetings which last about 2 hours and are currently held in the evenings at Lyndhurst and Brockenhurst. But this pattern can be changed to suit the Hon. Sec. Otherwise working from home.

Interested and want to know more – please contact John Ward, our Chairman

chair@friendsofthenewforest.org

or ring him on 01590 671205 for a chat.