

Volunteer Business Board Secretary

Remuneration: This volunteer role is not accompanied by any financial remuneration, although travel expenses may be claimed.

Reports to: Elected Chair of the Kidscan Business Board

Location: Manchester

The Kidscan Business Board will aim to unite the Manchester business community in order to raise funds and awareness for research into new and improved treatments for children with cancer.

Board members will work collaboratively to plan and deliver engaging fundraising events, utilising their business networks to achieve a target annual income of £100,000.

As a board member you will contribute to the success of the Kidscan Business Board by:

- Planning and delivering key fundraising events, ensuring fundraising activities are cost-effective, ethical and all fundraising guidelines are followed
- Actively engaging in advocacy and networking to promote Kidscan Children's Cancer Research whilst educating the public about childhood cancer research and the issues surrounding current treatments
- Working with our dedicated Corporate Fundraising Manager to identify prospective corporate partners and work to develop effective relationships
- Analyse relationships with current and prospective funders (major donors, trusts & foundations) and work with the Kidscan team to develop individual strategies to strengthen and ignite those relationships

In your role as Secretary, you will be responsible for the following:

- Schedule regular meetings for the board, including securing a meeting room and circulating the agenda
- Maintaining up to date records of board members and volunteers contact information
- Meet with Chairperson to arrange and draw up the agenda to be discussed at meetings
- Record minutes at each meeting and circulate ahead of next meeting
- Write letters on behalf of the board, and report any replies to the board
- Coordinate appropriate thanks to supporters and donors

Person Specification

- Experience of working as part of a committee or within a team
- We are looking for those with experience of committee/board procedures
- The right candidate will come from a business or charity background

You will demonstrate:

- A passion for the mission of Kidscan Children's Cancer Research
- Strong organisational skills
- Ability to utilise your professional networks to engage new supporters
- Strong written communicator
- Methodical, with a good eye for detail

Time Commitment

Each member of the committee will be expected to commit a minimum of 2-4 hours per month which may increase depending on any fundraising activities established. The committee will be expected to meet at least 6 times per year in person or via conference call and all members will be expected to actively participate in meetings contributing to the discussion and sharing ideas, contacts and networks.