

# Volunteer Uttlesford

<https://volunteeruttlesford.org.uk/opportunity/dunmow-blind-and-housebound-club-secretarial-help/>

## Secretary needed for club for blind people

### Description

A club for housebound and blind people in the Dunmow area needs secretarial help. The Secretary will:

- type and print the social programme and itinerary for days out
- take minutes at committee meetings and print for attendees
- liaise with the day centre manager to book the centre for meetings
- keep an eye out for funding opportunities and apply for funding when appropriate.

The Secretary holds the 'new joiner' forms and updates the register of members. This is an Excel spreadsheet with separate tabs for birthdays and past members.

Committee meetings are two to three times a year. Attendance at social meetings would be useful, and hopefully, enjoyable.

We are a friendly group who meet on alternate Tuesdays from 2.15 pm to 4.15 pm.

Activities include talks, raffle and general social gatherings for blind and housebound people in Great Dunmow and the surrounding area.

The club is open from March to July and September to December (18 sessions).

Access to a computer and printer will be needed, with knowledge of email, Word and simple Excel.

### Date posted

15/03/2022

By clicking the Enquire button and submitting your contact information, you consent to Volunteer Uttlesford passing your details to the organisation seeking support, who will then be in touch to progress your enquiry.