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**Mothers’ Union - Diocese of St Edmundsbury and Ipswich**

**Vacancy - Voluntary Diocesan MU Secretary**

**ROLE DESCRIPTION**

**Mothers’ Union Diocesan Secretary - Diocese of St Edmundsbury & Ipswich**

The post holder is not required to be a member of Mothers’ Union. This is a voluntary post, appropriate expenses will be paid.

**The post of Diocesan MU Secretary is home based and should be contactable by email and telephone. The post holder should be familiar with Office 365. Experience using SharePoint is desirable, training will be given otherwise.**

**The main duties are:**

* To liaise on a regular basis with the Diocesan President (DP) and other Trustees, as required
* To be a point of contact with Mary Sumner House, the Central Mothers’ Union charity headquarters
* To carry out clerical duties as required by the DP
* To be a point of contact with Branch Leaders/Representatives, Fellowship Groups, Office holders, and others, as required
* To collate and forward relevant news or information to the Website Manager for inclusion on our website [www.musuffolk.org.uk](http://www.musuffolk.org.uk)
* To maintain the list of email and postal contact details of Branch Leaders/Representatives, Fellowship Groups, Trustees, Officers and post holders
* To distribute the monthly newsletters to Branch Leaders/Representatives and Fellowship Groups
* To work with the DP to schedule Diocesan MU events such as the Mary Sumner Day church service
* To book venues for Diocesan MU events and carry out insurance risk assessments to be sent to the Diocesan Treasurer
* To work with the DP and Diocesan Chaplain to design the church services and to arrange for printing of Orders of Service, where necessary
* To work with the DP, Trustees and Officers to schedule the AGM, Council Meetings and Trustee Meetings, to be held in person or by Zoom/Teams, and to notify interested parties
* To book venues for in person meetings and carry out insurance risk assessments to be sent to the Diocesan Treasurer
* To ensure that meeting venues meet requirements for parking, disabled access, catering, wi-fi for streaming and hearing loop, where applicable
* To liaise with the Diocesan Treasurer regarding payment of hall hire costs
* To work with the DP to prepare Meeting Agendas and to distribute them, together with accompanying reports, at least 7 days before each meeting
* To work with the Minute Secretary and, once draft Minutes are finalised, ensure they are correctly signed, that a record of actions taken is maintained and archived
* To distribute Branch and Fellowship Group Annual Return forms
* To distribute and receive nomination papers for the election of the DP and Trustees, in line with the correct electoral procedures, as required
* To ensure the records of Branches that close, or become Fellowship Groups, are retained and archived
* To maintain Policies and Procedure documents and ensure timely review of these, as appropriate
* Other appropriate tasks may be required from time to time