Regional Secretary

The role of a CAMRA Regional Secretary is to support the Regional Director in administrative matters as outlined below. Please note, these are guidelines and each region may operate slightly differently.

Regional meetings

- Book venues for Regional meetings and ensure venues are appropriate – this can be delegated to the branch as required. Dependent on the time of year, attendance at regional meetings can vary but allow for at least 20-30 people.
- Send details of the meeting by email to all branches and to CAMRA Comms Team for the Events listing (press@camra.org.uk) – and ensure the meeting planner is updated.
- Set regional report deadline dates. This is usually 2 weeks before the meeting to allow time to compile them before sending. Reports get compiled into one document for both regional officer and branch reports.
- Usually, regional meetings follow the N.E weekends (2 weeks later optimum). The Members’ Weekend, AGM & Conference date can mean these can vary. The RD can advise of the NE meeting dates.
- Email reminders to the region – and to request overdue reports/questions for any guest speakers etc.
- Invite guest speakers if requested. Ask the branches for questions in advance – giving a deadline of one week before the meeting and send questions to guest speaker.
- Prepare agenda in consultation with the RD.
- Send all paperwork for meeting at least one week ahead of meetings. This might be by email or via dropbox, depending on the system used in your Region.
- Agree with your RD whether any paperwork should be printed in advance, or if to save paper, whether those attending will be encouraged to bring tablets, laptops etc.
- Arrange for a signing in sheet to be present at the venue entrance to capture all in attendance.
- Take minutes & record meeting attendees/apologies.
- Use CAMRA’s Brand templates (Agenda and Minutes).
- Send agreed Minutes to the RD and to volunteer.services@camra.org.uk for upload to the Volunteers’ Area of the CAMRA website. Val Langford (Volunteer Support Manager) will arrange distribution to the NE, RDs, Branch Chairmen & Contacts and BLOs in your Region.

Regional Files & Information

Discuss with your RD what information needs to be kept and how it is to be kept securely. Ensure GDPR is adhered to at all times. If unsure, please contact john.cottrell@camra.org.uk

Pub of the Year / Club of the Year

Information relating to awards and competitions can be found here

- Order certificates from certificates@camra.org.uk – allowing at least 3 weeks for these to be auctioned/sent.
- Discuss with your RD the system for obtaining certificate frames.
Regional Secretary

Champion Beer of Britain (CBoB)
- Order certificates (see above) – your Regional CBoB Coordinator will provide information. Always spell & grammar check (particularly on names!) before requesting the certificates.
- Send email / letter inviting award winners to presentation/s. Please use the CAMRA Microsoft letter template. Letters to be sent personalised. Invites to be sent by email to the BLO of a winning brewery also.
- Record which brewers are attending the awards.

Other activities
- Aim to respond to branch and committee communication within 48 hours – if possible.
- Role takes up about an hour a day on average but this varies when there are meetings/awards time

Support
- Your Regional Director is the first point of contact and support for this role.
- All CAMRA volunteers are asked to abide by CAMRA’s Code of Conduct and the Volunteers’ Charter which can be found [here](#) on the Volunteers’ Area of the website.

For more information on any aspect of volunteering with CAMRA please contact [volunteer.services@camra.org.uk](mailto:volunteer.services@camra.org.uk) or call 01727 798456