

Being a Walks Programme Secretary

Sarah has provided these notes to give a bit more information about what is involved.

- **Be happy to become an NDR committee member, attend committee meetings including the AGM. A short report is required at meetings just to keep everyone updated with what's going on.**
- **Be handy at admin tasks.**
- **Have access to computer, laptop or tablet to update walks to the Ramblers website, (training provided) and to receive details of walks from Walk Leaders.**
- **Be familiar and comfortable with e-mailing.**
- **Having access to a printer is helpful.**
- **Happy to receive the odd e mail enquiries from members of the public concerning joining walks, reply to them and inform the relevant Walk Leader of a new walker.**
- **Add new Walk Leaders to the group.**
- **Work is currently mostly concentrated around the weeks: mid Feb to end March; mid June to end of July; Mid Oct to end of November when walks are being requested and received and the next programme collated. However, the role is up to you - perhaps you have fresh ideas about how the programme could develop.**
- **And finally...have a good sense of humour, a ready supply of coffee and bags of enthusiasm!**