

January 2019

working locally and nationally to  
protect and enhance a beautiful,  
thriving countryside for everyone to  
value and enjoy

## **HONORARY SECRETARY - CPRE OXFORDSHIRE**

CPRE fights for a better future for the countryside and our rural communities.

Campaigning is carried out by county-based branches, which aim to influence decision making on a range of environmental and land-use issues, such as housing, transport, footpaths and water.

### **About CPRE Oxfordshire**

CPRE Oxfordshire was one of the earliest CPRE Branches, established in 1931. Although affiliated to national CPRE, it is an independent charity entirely dependent on local members and supporters for our income and volunteers.

Oxfordshire is the most rural county in the South East, with more than half of its residents living in small towns or villages. But the challenges are coming thick and fast. Growth targets to 2031 envisage 85,000 more jobs and 100,000 more houses - the equivalent of 2 new Oxfords- with inevitable environmental and social pressures. Beyond this, we have the challenge of the proposed new Oxford-Cambridge growth corridor, including a major new Expressway that would cut across the heart of the Oxfordshire countryside, and potentially a doubling of Oxfordshire housing stock.

Our rural communities are therefore under threat from large-scale development but are nonetheless suffering from a lack of affordable housing, cuts to public transport and increasing pressure on local services and the environment.

CPRE fights for the right development in the right place.

### **At CPRE Oxfordshire:**

- We monitor and respond to hundreds of local planning applications.
- We campaign to influence local and national policies.
- We give advice and support to parish councils and local campaign groups.
- We promote solutions such as re-using already developed land or increasing housing density.
- We take action to improve the countryside and help rural communities, such as creating and maintaining walks like the Oxford Green Belt Way and the D'Arcy Dalton Way.

**We are now looking for an Honorary Secretary to assist our staff and existing volunteers in providing effective administration for the branch.**

## Key activities

- Co-ordinating agenda and taking the minutes at 4 'double meetings' - the work at one being much overlapped by the other.

These are our quarterly *Branch Management Committee* meetings (held at the Branch Office in Watlington - normally a Monday morning, but flexible) followed in each case by our *Branch Executive Committee* meetings (held at Oxford Town Hall, 7pm-9pm, Thurs evenings).

Naturally we would like the person in this role to attend the majority of the meetings, but cover can of course be arranged on occasion as required.

- Taking minutes and helping to ensure smooth running of our Annual General Meeting (usually a Saturday in June or July, location moves around Oxfordshire).
- Filing of the Annual Report with the Charity Commission and Companies House.
- Helping, where possible, to answer queries from CPRE members and trustees on the Branch constitution and procedural matters such as signposting advice on good practice and charity governance.

The Branch has a part-time paid administrator who can assist the Honorary Secretary as appropriate, but we would be delighted to have a volunteer on board who can bring their time and skills to the role.

The Honorary Secretary is a trustee role, so the successful candidate would also be invited to join our Board of Trustees (see appendix below).

### **What we need from you:**

You will be home-based, carrying out activities around your other commitments and attending occasional meetings (see above).

This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your administrative skills and experience to make a real difference, and being part of a friendly and passionate group.

Ideally, we hope that you can offer us most of the qualities described below:

- Excellent organisational and secretarial skills
- Good attention to detail
- Good written and verbal communication skills
- Ability to work as a team member with a group of committed volunteers
- Competence with IT including word processing, email, internet and database
- Can attend meetings or, when not possible, can provide updates for meetings
- An interest in the countryside.

As a guide, we anticipate this voluntary role will take a few hours a month, with attendance at nine meetings per year. In accordance with our constitution, our Trustees have the option to serve for up to five years.

### **What's in it for you?**

CPRE volunteers are motivated to help for a range of reasons, but normally they have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.

Benefits include:

- A great opportunity to use your existing experience and to develop new skills
- Working with others to make a difference both locally and nationally
- The potential to meet and discuss issues with a wide range of like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops

The role is voluntary although, with prior agreement, we will pay out-of-pocket expenses in line with our Volunteers Policy.

### **How to Apply**

If you are interested in this role, please email a CV and covering letter to the Branch Chairman Peter Collins E: [pjcoll@maths.ox.ac.uk](mailto:pjcoll@maths.ox.ac.uk)

For an informal discussion about the role please contact our Branch Director Helen Marshall

E: [director@cpreoxon.org.uk](mailto:director@cpreoxon.org.uk) T: 01491 612079 M: 07791 376365.

For more information about the work of CPRE Oxfordshire and other volunteering roles available, please contact the Branch Office on 01491 612079 or EMAIL [administrator@cpreoxon.org.uk](mailto:administrator@cpreoxon.org.uk) or visit our website: [www.cpreoxon.org.uk](http://www.cpreoxon.org.uk)

**The English countryside is wonderful - help us look after it.**



## **CPRE Oxfordshire - Becoming a Trustee**

The activities and running of CPRE Oxfordshire is overseen by a trustee board - the Branch Executive Committee (BEC). This currently comprises a Chairman, two Vice Chairmen, Treasurer, Honorary Secretary, three ordinary members and four District Chairmen. The BEC meets four times a year (normally on a Thursday evening, in Oxford Town Hall) plus an AGM (normally a Saturday in June).

### **General Trustee duties involve:**

- Contributing actively to the role of the Executive Committee in setting the strategic direction for the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Ensuring that the charity complies with its constitution, charity law, company law and any other relevant legislation or regulations.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity.
- Ensuring the financial stability of the charity.
- Protecting and managing the property of the charity and ensuring proper investment of the charity's funds.
- Appointing staff and monitoring their performance.
- Being an advocate for the charity at all times - asking people to join, giving out leaflets, gathering names of interested parties and talking about our work.

In addition, trustees are invited to become Directors of the associated CPRE Oxfordshire limited company.

Further information available on request.