



## **ROLE DESCRIPTION:**

### **COUNTY WALKING ADMINISTRATION VOLUNTEER**

#### **Role**

To provide administrative support to the county walking lead volunteer and team.

#### **Personal qualities**

A well as a love of the outdoors, particularly walking in all its forms, need to be methodical, well organised, attention to detail and computer literate.

#### **Term**

Is appointed for an initial term of three years and may be re-appointed for a further two years\*.

#### **Responsible to**

County walking lead volunteer

#### **Working with**

County walking team  
County outdoor team  
County administrators

#### **Expenses**

Claimed from county treasurer

#### **Responsibilities**

1. Attend walking team meetings. Take minutes and circulate via MS Teams once approved by the walking lead volunteer.
2. Keep a log of bookings for various walking team events.
3. Liaise with county treasurer to verify that event bookings have been paid for.
4. Monitor the county designated walking team email account and forward emails to the relevant team member.

5. Only store records relating to the role on the county Microsoft Teams system.

\*Reappointment is not automatic