Friends of Fulbourn Hospital and the Community

General Secretary

The duties of the role of General Secretary are not onerous requiring a few hours a week in addition to attendance at the quarterly management committee meetings and ownership of a computer.

The General Secretary will be a Trustee and Officer of the Charity, and will liaise with the Chair and other officers and trustees.

The principal function of the General Secretary is to promote the work of the Friends with the aim of creating awareness and raising funds. The role includes:

1. Creating and maintaining an Excel database of contacts. This will consist of anyone who has shown interest in the Friends, including members, donors, CPFT staff and volunteers. Within the limits of data protection rules, the database should be as all-encompassing as possible, and be used for sending out newsletters, bulletins, fund-raising appeals and the like.

2. Maintain a list of members. Under the Constitution it is provided that "The Society is a registered charity and shall have a membership which shall consist of individuals over the age of 18 who have supported the objects of the Society either financially or by other means. Enrolment as a Member of the Friends shall be with the approval of the Committee." The General Secretary will from time to time suggest names of people who should be invited to become Friends.

3. Encourage potential donors to make regular gifts by standing order monthly or quarterly, and to complete gift aid forms where possible.

4. Keep in touch with donors and making sure that they are thanked regularly.

5. Act as the Gift Aid Officer, by maintaining a record of donors who have completed gift aid forms, and from information provided by the Treasurer, complete an annual return to HMRC of gift aid donations, and obtain a refund of tax from HMRC.

6. Assist the Chair with arranging meetings of the Committee, and the agenda and papers for such meetings

7. Taking minutes of the meetings of the Committee.

8. Generally, keeping the records of the Charity