

Maryanne Burton – British Red Cross

National Society	British Red Cross
Your name	Maryanne Burton
Your position	Trustee and Project Co-ordinator for Reference Centre on Volunteering
Your e-mail	mburton@redcross.org.uk
Your phone	+02078777214
Birth date	

I joined the Red Cross in 1969 – to take a first aid certificate.

Regarding my responsibilities in the British Red Cross:

As a Trustee:

1. to elect a Chairman from amongst their number
2. to contribute actively with fellow Board members and the Chairman to ensure that the Board is effective in achieving its purpose
3. to safeguard and promote the good name, reputation, emblem, mission, vision and values of the Society
4. to contribute any specific skills, knowledge or experience which he may have to help the Board of Trustees reach sound decisions
5. to lead or be a member of committees/panels/groups as requested by the Chairman
6. to provide ad hoc advice to the Chairman, the Board and the Chief Executive on specific topics relevant to his skills and knowledge
7. as requested, to represent the Chairman of the Board at functions and events

As a project Co-ordinator – Reference Centre on Volunteering:

1. Finalise the project plan; implement each stage of the plan to the agreed timetable; manage the project budget; and prepare reports on plan and budget as required
2. Manage and develop the Centre's physical resources, particularly the IT resource (probably as part of FedNet)
3. Co-ordinate meetings of the project group and follow up with project members on specific tasks undertaken by them
4. Research and draw the lessons from other models of Reference/Resource Centres (both within and outside the Movement)
5. Seek the agreement of WENDOV to act as a focus/support group during the pilot phase
6. Investigate funding sources for the future development of the Centre
7. Keep under constant review the needs expressed by stakeholders, and align the Centre's capacity to meet those needs, subject to resource availability
8. Develop a marketing/communications strategy and actively promote the Centre to stakeholders
9. Uphold the Fundamental Principles of the Red Cross and Red Crescent Movement and work within the Society's Equal Opportunities Policy

I'm also member of the Finance Committee, Chairman of the Workwear Panel and First Aid Volunteer.

Nowadays I'm trying to continue to grow the Reference Centre on Volunteering.

I consider that my most important achievements in the last months have been launching Reference Centre on Volunteering, recruitment of Administrator (systems) to concentrate on designs and uploading of documents on to FedNet, and also continuing to improve morale of staff and volunteers together with improving income generation and service provision.