

Role description - MINUTES SECRETARY

Responsibilities

1 To attend and write minutes or notes for all committee meetings, AGMs and other meetings requiring records.

Activities

1 To send each draft to the chair of that meeting for confirmation/alterations and then distribute the drafts to the relevant members.

2 At the next meeting make any alterations decided by the committee/members before approval then recirculate.

3 After approval any document that is to be posted on the website is sent to the Web Editor.

Interactions

1 To work with the chairs of meetings to decide what should be recorded.

2 To negotiate any proposed alterations by members.

3 To take part in the deliberations of the committee and a willingness to join in their other activities such as events.

Skills Set

1 Competency in creating computer documents, and using Zoom when necessary.

2 Ability to listen to long meetings and extract everything that should be recorded.