



Job Title – Minute Secretary

Responsible to - Executive Committee

Purpose - To ensure that the minutes taken of various meetings within the Club reflect correctly the discussions, actions and conclusions agreed at meetings.

Duties and Responsibilities

- Abide by and promote all Club policies.
- To attend all executive meetings.
- Ensure that all agenda points are addressed.
- To ensure that all significant points made during a discussion of an agenda item are recorded.
- At the Clubs' AGM ensure that that all proposals which are made are recorded with the name of who proposed and who seconded.
- Likewise with counter proposals.
- With matters that go to a vote, it must be checked that only those who are eligible to vote can do so. The results of the vote must be recorded.
- After the meeting produce the written minutes within a reasonable timescale to the secretary who will distribute to the members of the committee.
- Attend fundraising events.

NB This is not an exhaustive list and be adapted by the Club.