

## **HNBC Minutes Secretary - Job Description**

### **Background information**

The Minutes Secretary works with the Chairman and the Secretary to prepare agendas and minutes for club meetings, circulating these documents for approval and preparing final copies of minutes for signing and storage. The Minutes Secretary also works with the Awards Officer to ensure that nomination forms are prepared.

### **TASKS**

#### **1. Committee Meetings**

- 1.1 Note agreed dates and check that venues have been booked
- 1.2 Agree agenda with Chairman and circulate to the committee
- 1.3 Take minutes, agree draft with Chairman, and circulate to the committee
- 1.4 Circulate Action List to the committee after meetings
- 1.5 Prepare minutes for signing at the next committee meeting
- 1.6 Pass signed minutes to the Secretary for club files
- 1.7 Send .pdf of signed minutes to Web Content Editor for uploading to members' area of club website. Minutes may need to have sections obscured for commercial or confidentiality reasons
- 1.8 Maintain Committee Directory and circulate to the committee

#### **2. General Meetings**

- 2.1 Note agreed dates and check that venues have been booked
- 2.2 Take minutes, agree draft with Chairman, circulate to committee and send to Newsletter Editor for inclusion in newsletter
- 2.3 Prepare minutes for signing at the next AGM
- 2.4 Pass signed minutes to Secretary for club files
- 2.5 Send .pdf of signed minutes to Web Content Editor for uploading to members' area of club website

#### **3. Keay & Hemelryk Awards**

- 3.1 Update nomination forms annually
- 3.2 Send to Newsletter Editor for inclusion in newsletter
- 3.3 Send to Web Content Editor for uploading to club website
- 3.4 Provide supplies of scoring sheets for January committee meeting

### **SKILLS AND KNOWLEDGE**

#### **Computer literacy**

- Be confident in the use of email and word processing software

#### **Administrative skills**

- Understand and apply the conventions of written minutes
- Have excellent written English together with strong proof-reading skills
- Be methodical, diligent and systematic

#### **Personal skills**

- Work constructively with the Chairman, the Secretary and the Awards Officer
- Be discreet about confidential information to be summarised in the minutes