

ROLE DESCRIPTION

MINUTES SECRETARY

1. ROLE SUMMARY

- Oversee organisation/running of Committee meetings
- Ensure Committee meetings are accurately minuted
- Maintain effective records
- Maintain up-to-date handover notes and backup data

2. MAIN RESPONSIBILITIES

2.1. Organisation of Committee meetings

- Arrange all meeting dates and advise Committee members
- Book venues for Committee meetings
- Receive agenda items from Committee members and, in liaison with the Chair, produce meeting agendas
- Issue meeting paperwork to full Committee in advance of meetings
- Take minutes and liaise with the Chair to produce accurate summary record of discussions and decisions.
- Issue draft minutes to full Committee as soon as they are ready
- Monitor the progress of decisions and agreed actions from the previous meeting/meetings
- Liaise with the Chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- Ensure a quorum is present at each committee meeting.
- Ensure the minutes of the previous committee meeting are formally approved, signed by the Chair or another Officer and securely filed.
- Record all decisions made and policies agreed in a decision log or similar
- Support the Business Secretary as required, in consultation with the committee, to produce the AGM agenda and supporting paperwork for circulation to the members.
- In liaison with Business Secretary, assist the Chair to produce the annual report for presentation at the AGM.
- Assist Business Secretary as required to organise the AGM, and on the day checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.

2.2. Maintenance of records

- Store all records securely.
- Maintain an accessible archive all Committee documentation e.g. signed/approved minutes, supporting discussion papers/reports, etc.
- Arrange for a digital copy of approved Committee minutes to be filed in the Dropbox cloud storage.
- For use in an emergency - provide the Business Secretary with clear/detailed information relating to logins/passwords used specifically for Wu3a matters, including the location of both physical and digital records within your home/office and any computing devices you use.

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2.3. Dissemination of information

- Make approved Committee minutes available to any Wu3a member who requests them – in liaison with Chair or Vice Chair and with any redactions considered appropriate.

2.4. On completion

- Carry out a comprehensive handover to the new Minutes Secretary to include notes/instructions, physical records and digital backups.

<i>Document history</i>	
<i>March 2023 – Jo Derham, Angela Chapman</i>	<i>First issue</i>