

NORTH DOWN AND ARDS U3A

ROLE DESCRIPTION

MINUTES SECRETARY

The duties attached to the role of Minutes Secretary are as follows: -

1. Attending the monthly meetings of the Executive Council (EC), which are normally held on the second Friday of each month, except for the months of July and August when no meetings are held.
2. Drafting the minutes of each monthly meeting which should include all decisions made by the EC, the names of the EC members assigned to take specific action, details of the action required to be taken and ultimately, to ensure that those minutes are circulated to all Committee members for approval, as soon after each meeting as possible.
3. Presenting the agreed Minutes to the Chair at the next meeting for signature and ultimately ensuring that the signed minutes are stored in the archive in accordance with the Archive Policy requirements.
4. Liaising with Committee members in order to gather the information needed to compile each monthly agenda and circulating it to all Committee members.
5. Providing the appropriate papers necessary for the Annual General Meeting and recording the minutes of that meeting for ultimate approval by the EC.

April 2023

