

Roles and Responsibilities

Minute Secretary

Summary

To become familiar with the Membership Application Form and the Constitution.

Responsibilities

1. To liaise with the chair to compile committee meeting agendas and to circulate the agenda to the committee members in good time.
2. To make notes and produce minutes from the committee meetings.
3. Circulate the minutes from the previous meeting to the committee members in good time particularly where action points are assigned.
4. To ensure the minutes of the previous committee meeting are approved.