

Minute Secretary

Purpose: To be responsible for the taking of Minutes at all Committee Meetings, any Extraordinary General Meetings (EGMs) called and the Club Annual General Meeting (AGM)

Main Functions and Duties

- To take Minutes at Club Committee Meetings
- To take Minutes at any EGMs
- To take Minutes at the Club AGM
- To have the draft Minutes passed to the President for approval prior to posting them on the Club's Facebook page
- To register the Minutes of all meetings of the Club, in a Club folder held within the Clubhouse

Skills and Attributes

- Good organisation and communication skills
- Enthusiastic
- Reliable and trustworthy
- Team player

Requirements

- To liaise with the Club President
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

Training and Support

- Support of the Club Committee

Time Commitment

- Monthly Committee meetings
- EGMs – when called
- AGM – 1 per year