

ROLE/JOB DESCRIPTION OF MINUTES SECRETARY BFu3a

The Minute Secretary should be elected at the Annual General Meeting (AGM) in accordance with the BFu3a Constitution.

Primary Tasks

- 1.** Attend Committee Meetings and take fair and accurate minutes of the meeting and highlight action points for members.
 - 1.1 Write draft minutes for the Chair to proof read and then circulate to the Committee.
 - 1.2 Send the draft minutes, together with the Compilation report, Treasurer's report and other relevant documentation by email to the Web Editor for publication on the Committee area of the website.
 - 1.3 Once approved at the next meeting, send the final version of the minutes to the Web Editor to replace the draft minutes on the website.
- 2.** Attend the Annual General Meeting (AGM) and take fair and accurate minutes of the meeting.
 - 2.1 Write draft minutes for the Chair and Committee members to approve.
 - 2.2 Send the draft minutes to the Web Editor for publication on the Committee area of the website.
 - 2.3 Following the AGM send the final version of the previous minutes as approved by the membership to the Web Editor to replace the draft minutes on the website.

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual trustees' opinions or voting choices are, once an item is approved by the Committee, all trustees must accept it as decisive and final without further comment (see National Office Trustees Code of Conduct – Corporate Responsibility).

Where possible and by agreement, undertake ad hoc tasks as required by the Committee.

Prepare and carry out a comprehensive handover to a new incumbent when appointed.

Expenses

Expenses for postage, envelopes, paper, telephone etc. can be claimed from the treasurer using the On-Line Expense Claim Form.