

CREWE AND NANTWICH RAMBLING CLUB

POST DESCRIPTION FOR MINUTES SECRETARY

The Minutes Secretary of the Crewe and Nantwich Rambling Club is responsible for keeping the minutes of items discussed and debated during Club Committee meetings and the AGM.

These minutes should cover what was accomplished, said or set at the committee meeting and may exclude individual opinions from committee members.

The Minutes Secretary should note the committee members who are present, record committee decisions and write down actions in the order that they occurred. Once the committee meeting is complete, the Minutes Secretary should make copies of the minutes for distribution to all committee members.

This distribution should be carried out as soon as possible after the end of the committee meetings.

In addition to keeping the minutes of each committee meeting, the Minutes Secretary must maintain records of past committee meetings. This also involves noting amendments to previous minutes.

The Minutes Secretary should work with the Chairperson to create an agenda listing discussion points for the committee meeting. This agenda should be prepared well in advance of the committee meeting and be distributed to all committee members before the committee meeting.

For the AGM the Minutes Secretary should make a list of all the club members present at the AGM.