

Job description – Minutes Secretary (Board and Poolside committees)

The “Minutes Secretary” will be required to take minutes for the Board and Poolside Committee (PSC), providing drafts to circulate for approval and final versions. The person will act as an independent note taker and not participate in the meetings. Confidentiality will be expected and required.

This role can be split between two persons, one minute taker for the Board and another for the PSC Committee, or one individual to take minutes for both.

Who we are looking for?

- You will be supportive, enthusiastic and wanting to ensure the smooth running of the Club
- You will be an excellent communicator with good verbal, written and IT skills
- You will have good administration skills, including word-processing and minute-taking
- You will have excellent organisational skills
- You will require access to MS Office (or similar) applications and IT equipment to fulfil the role

Club expectations of minute taker?

- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate
- To have a good knowledge and understanding of the roles and responsibilities of other club members

Level of commitment required

Meetings for both Board and PSC are bi-monthly, and generally held on a Tuesday or Thursday in Burgess Hill or via video link.

Please note that this is a voluntary role.