

Volunteer Role Description Minutes Secretary

Responsible to:	Board of Trustees through the Chair.
Hours:	Variable, according to the tasks required each meeting cycle. Meeting dates for 2019; 6 th March, 8 th May, 10 th July, 30 th October, 4 th December. Meetings 18.00 – 20.00hrs
Location:	Board meetings are currently held in the Yeoman Room, Corn Exchange, Devizes, Wiltshire. Other meeting locations may apply on occasion. Other tasks will be undertaken from the role holder's own premises.
Remuneration:	This is a volunteer role; expenses reclaimable
Notice Period:	Four weeks or otherwise by mutual agreement.

Purpose of the Role:

To support the Chair and Board of Trustees by acting as minute taker, contributing to the effective work of the Board and the smooth running of its meetings, and undertaking related administrative and other tasks in a flexible way.

Note:

- The following are the main tasks currently required, but other tasks may also be requested from time to time that are generally within the remit of the role of Minutes Secretary.
- The tasks required will be subject to review from time to time in accordance with the Board's requirements.

Main Tasks:

- To attend and minute meetings of the Board.
- To prepare an initial draft agenda for each Board meeting, for completion by the Chair and Chief Executive.
- To prepare a summary of action items following each Board meeting, for completion by the Chief Executive.

Undertaking the Tasks will include:

- the preparation of draft minutes, including any appendices, submit for approval and then provide a finalised copy;
- the preparation of confidential or sensitive minutes, appendices or notes in an appropriate way and to ensure they are dealt with appropriately;
- bringing to the Board's attention, if appropriate, any particular issues or requirements arising from the recording of their meeting, particularly in relation to confidential or sensitive matters, or provide more general information or advice on occasion to assist and support the Board in their work;
- the preparation of minutes that are appropriate to the requirements of Charity and Company Law, Human Resources issues, and to CSW's own governing document, and that reflect that the Board has properly complied with its remit and responsibilities; and
- liaison with the Chair and Chief Executive in particular, and also other trustees and staff as required.

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Other Potential Tasks:

The Minutes Secretary may on occasion be asked to undertake additional tasks that could include but not be confined to any of the following, or other broadly similar tasks, which will be subject to mutual agreement and the role holder's availability:

- To attend and minute other meetings including sub-committees, working or advisory groups, or other special meetings.
- To provide support in the drawing up of reports or other documents.
- To maintain up-to-date records, such as trustee contact lists.
- To assist with the arrangements for meetings.
- To distribute agendas, minutes, reports or other documents.
- To attend other CSW events and activities.
- To revise this role description as necessary in consultation with the Board and Chief Executive.

Other Requirements:

The Minutes Secretary will be expected to:

- have a general understanding of the aims, objectives and policies of CSW and its services, and to understand CSW's priorities;
- act in accordance with the ethos of the organisation; and
- undertake the role with sensitivity and full adherence to confidentiality.