



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION FOR THE POST OF MINUTES SECRETARY

1. OVERVIEW

Responsible to Executive Committee

Minutes Secretary is NOT an Executive Committee 'Trustee' role.

2. MAIN RESPONSIBILITIES

- Attend the quarterly Executive Committee Meetings, Annual General Meeting and any Extraordinary General Meetings to record the Minutes;
- Circulates draft Minutes to the Executive Committee as soon as possible after the meeting;
- Revise the draft Minutes and presents final copy to the subsequent Executive Committee Meeting;
- Maintain records of the Executive Meetings in liaison with the Society Secretary and Chairman.