

Minuting Secretary

1. Purpose

The core purpose of the Minuting Secretary is to make and maintain an accurate record of the Society business conducted at member meetings.

2. Duties

The main duties of the RA delegate are:

- Attendance at Member meetings;
- To take notes at Members meetings of Officer reports and, where appropriate, the Guest Speaker;
- Collate the notes into minutes for completion and delivery with the delivery of the next RAY for members' approval by the following meeting; and
- Produce a brief report on the Guest Speaker presentation to the Magazine Editor for inclusion in the RAY.

3. Accountabilities

The Minuting Secretary is likely to be a co-opted member of the Committee and therefore accountable to the Committee.

The Minuting Secretary is not generally expected to attend Committee Meetings on the Mondays after a Thursday Members meeting.

4. Working relationships

The Minuting Secretary will primarily report to the Chairman and Secretary.

The Minuting Secretary will also communicate with the Magazine Editor and any other Officer who is assisting in the production and distribution of the RAY.

5. Other notes

The Minuting Secretary will be expected to have reasonable skills in note taking and writing of minutes.

The Minuting Secretary is expected to attend most Members meetings and is a good opportunity for those who wish to have an introduction into the workings of the Committee but not have the experience or confidence to take up a bigger role but wish to develop into a role with more responsibility.