

### **JOB DESCRIPTION: MINUTE SECRETARY**

**JOB TITLE:** Minute Secretary

**RESPONSIBLE TO:** Club Committee

**SKILLS REQUIRED:**

- Administration
- Book-Keeping
- Tact and Discretion

**MAIN DUTIES**

- 1) Attend committee meeting and Annual General Meeting
- 2) Record matters discussed, decisions made and actions to be taken
- 3) Type minutes as soon as possible after meeting and send to general secretary for distribution. (see over for tips for taking minutes)
- 4) Attend and take minutes of teachers & coaches meetings and swimmers meetings if required.
- 5) Follow and promote the ASA Child Protection policy
- 6) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

**Time Commitment:**

3 hours per month for committee meetings plus extra meetings as arranged from time to time

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

## TOP TIPS FOR MINUTE TAKING:

1. List the people present, and those who sent apologies. Circulating a list for people to sign in will save you time here if there are large numbers
2. At the end of a discussion during the meeting, summarise what you have recorded to ensure you have interpreted the conversations correctly. Also confirm who is responsible for any actions, and a date to be completed by
3. Write the minutes in the same order as the agenda, and keep them short and concise
4. Be objective in writing the meetings, and not biased towards any decisions
5. Write up minutes straight after a meeting, whilst memories are still fresh
6. Circulate minutes to the committee as soon as possible after the meeting, so that those that were absent know what happened, and those with actions are prompted to follow up as appropriate
7. Make a diary note to follow up actions with people after 2 weeks to check progress
8. Follow the ASA constitutional guidance for producing minutes of AGMs
9. Great words to use consistently in minutes are as follows:
  - a. Agreed: indicates a strong consensus to support a recommended course of action
  - b. Noted: indicates that a matter was reported, but no decision was necessary
  - c. Received: indicates that a report was presented and accepted
  - d. Approved: indicates that a recommendation has been endorsed
  - e. Recognised: indicates that information was accepted, but no decision was taken
  - f. Resolved – indicates that a motion was formally proposed, voted upon and passed.
10. Circulate and publicise non-confidential reports from Committee meetings to demonstrate the Club's progress and achievements