

Barnstaple u3a

Minutes Secretary Role Description

1. Role Summary

- To take the minutes of Barnstaple u3a Committee Meetings and General Meetings.

2. Main Responsibilities:

- Review the agenda and any other paperwork circulated in advance of the meeting to understand the issues that will be under discussion.
- Attend Committee Meetings, Annual General Meetings and Extraordinary General Meetings (if they occur) and take notes of the proceedings.
- Type up the draft minutes as soon as possible after the meeting and circulate them to committee members for comments.
- Make any necessary amendments and circulate the finalised minutes to committee members.