

RDTTA Minute Secretary – Role Description



The position of the **RDTTA Minute Secretary** is elected at the RDTTA AGM each year and is a key member of the RDTTA Management Committee.

This document outlines the responsibilities of the role.

Responsibilities

The Minute Secretary needs to be available to attend most if not all of the RDTTA Committee meetings through the season, which take place 6-8 times per year, and the Annual general Meeting in June.

At each meeting notes are taken of discussions and agreements, then following the meeting formal minutes have to be produced, checked and circulated to other Committee members.

This role requires the holder to have access to their own computer, to the internet and to have a certain amount of knowledge of & familiarity with using computers, internet-based software, emails and word processing.

Any training on how to format the minutes will be provided by the RDTTA Secretary.

Committee Meetings

In advance of a meeting, the Minute Secretary should prepare the following:

- minutes of the previous meeting
- a template of headers for the meeting minutes (a draft of the Minutes with blanks to write in)
- reports from Committee members

In order to improve accuracy, encourage committee members to submit their reports in writing.

During the meeting the Minute Secretary takes a notation of discussions for each agenda item. At the first RDTTA meeting after the AGM declare the suffix letter to be used for each minute.

After the meeting:

- Request & receive outstanding reports from Committee members
- Produce the formal Minutes in the standard RDTTA style
- Within a reasonable period of time e-mail a copy of the Minutes to the Chairman for approval.
- If required, carry out amendments as agreed after discussions with all affected parties.
- After Chairman's approval, submit Minutes by e-mail to committee members for further approval.
- If required, carry our amendments as agreed after discussions with all affected parties.
- Re-submit amended Minutes by e-mail to all committee members.
- Send copies of minutes to RDTTA members by e-mail on request.
- Any other requests for a copy of Minutes to be approved by the committee.

Once final minutes have been agreed any queries over disputed minute entries to be raised as 'matters arising' at the next Committee meeting.

Annual General Meeting

The Minute Secretary should prepare for the meeting, attend, take notes and produce formal Minutes of the AGM in a similar way to the Committee meetings.