



NSWISA Job Description – Minute Secretary

The role of Minute Secretary is to be responsible for duties as outlined below.

Desirable Attributes:

- be organized
- have computer skills
- be support to the Secretary
- be able to keep confidential matters confidential

Specific duties include but are not limited to:

- **Association records** with Administration support
- **Minutes**
 - Follow apologies *via reply all to circulated agenda* to record in the minutes
 - Follow club reports *via reply all to circulated agenda* to note in the minutes
 - Record minutes of meetings, circulate to Executive within 7 days for approval/comment
 - Following approval distribute to Council – noting **ACTION ITEMS**
- **AGM Minutes**
 - As above
- **Agendas**
 - Distribute prior meeting (supported via Admin function)
- **Meetings**
 - Ensure hard copy of the minutes is available for acceptance and signature
 - Leave the signed minutes in the Admin Office – Admin to retain hard copy and scan to Google Drive