

## Exeter U3A Executive Committee Role Description

**Title of Role**      **Minutes Secretary**

### **The Role**

To take the minutes of Exeter U3A Committee Meetings and General Meetings

### **Principal tasks/activities**

Review the agenda and any other paperwork circulated in advance of the meeting to understand the issues that will be under discussion.

Attend Executive Committee Meetings (currently bi-monthly), 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.

### **Estimate of the time required**

Five hours per meeting to include preparation, meeting attendance, and writing up, amending and circulating minutes.

Reviewed July 2020