

# Role Description

<b>Role title</b>	<b>Meeting Secretary (unpaid, voluntary)</b>
<b>Main purposes of role</b>	<p>The Meeting Secretary is the person who manages the processes of meetings for the Museum's Board of Trustees.</p> <p>This will include organising and managing the logistics of regular bi-monthly board meetings and the annual AGM, and taking the minutes.</p>
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• Liaise with the Chair to plan meetings</li> <li>• Manage the diary of meetings through the year (usually 6 board meetings, and 1 AGM)</li> <li>• Organise the meeting venue (usually the museum itself) and Zoom call set-up</li> <li>• Ensure all attendees receive invitations in good time</li> <li>• Elicit agenda items from Board members</li> <li>• Circulate the papers for upcoming meeting in good time</li> <li>• Record the proceedings of the meeting by taking minutes</li> <li>• Preparing the minutes for approval at the next meeting</li> </ul>
<b>Key results/objectives</b>	<ul style="list-style-type: none"> <li>• Work in close co-operation with the Chair to ensure smooth functioning of the Board</li> <li>• Meetings are well organised and run to schedule</li> <li>• Meetings are effectively documented</li> <li>• Board meeting confidentiality is upheld</li> </ul>
<b>Responsible for staff/equipment</b>	n/a
<b>Reporting to</b>	Chair of Trustees
<b>Updated</b>	10/05/2022

