



## West Sussex County Short Mat Bowls Association Roles & Responsibilities **Minutes Secretary**

Update: 7-Nov-2023

The Minutes Secretary is a full member of the County Management Committee and is able to make comments on any agenda item.

The role of the Minutes Secretary is to be responsible for accurately recording the business of Management Committee, Annual General, and any other special Meetings. In addition, the MS will also report on the Delegate Meetings held in March and October.

### **Desirable Attributes:**

- Good Organisational Skills
- Ability to accurately minute actions, proposals of meetings
- Dedicated Association Person
- Computer skills
- Good communication skills

### **Specific duties include but are not limited to:**

- Produce accurate minutes of all meetings in a timely manner.

### **Needed:**

- Computer

**Note: The MS may not necessarily have to attend meetings – all Zoom meetings will be recorded, and an audio recording will be taken of all general meetings.**