



BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

ROLE TITLE: CLUB MINUTE SECRETARY
RESPONSIBLE TO: THE CLUB MANAGEMENT COMMITTEE / CHAIR
SKILLS REQUIRED:

- ✓ Administrative skills
- ✓ Well organised
- ✓ Able to keep records
- ✓ Honest
- ✓ Prepared to make a regular time commitment

ROLE PURPOSE:

1. To record actions, key discussion points & decisions of all committee meetings;
2. To prepare the minutes using Microsoft Word for issue to Chair for approval and issue.

MAIN TASKS ARE TO:

1. Take minutes of all management committee meetings.
2. Ensure agendas are prepared in partnership with the Chairperson.
3. Maintain records of meetings correspondence.
4. Co-ordinate all preparations for the AGM ensuring this is in line with the constitution.
5. To attend meetings as follows:
 - a. All Management Committee meetings
 - b. Other meetings as required / requested
 - c. Act as the Club representative as required.