



North West Kent Family History Society

Covering North West Kent and ancient Kent parishes now South East London

Registered Charity No. 282627

Executive Committee Minutes Secretary

Job Description

Why we need a Minutes Secretary

The Minutes Secretary ensures that committee decisions are recorded accurately, supporting the smooth and effective running of the Society.

This is a great opportunity for a motivated, reliable person to support the Society's Executive Committee.

What's involved?

The role of the Minutes Secretary is to:

1. Prepare the Agenda for each Executive Committee Meeting (using the Agenda for the previous meeting as a pro-forma) and circulate via email to all committee members, together with other reports for circulation, a week or so before each committee meeting.
2. During the committee meetings, note down and record decisions and actions; type them up in Word format if possible within a few days after the meeting (using previous typed Minutes as a pro-forma) and forward them to the Hon Secretary (currently Stella Eames) via email. The Minutes Secretary will also record and type the AGM Minutes (the 2017 AGM will be midday on 22 April 2017). Therefore the Minutes Secretary needs to be able to commit to attend the majority of committee meetings throughout the year. The Committee Meetings are always 10.15am – 12.30pm (approx.) on a Saturday morning and are held at the Society Library, the Kent County Council Library at 80 Summerhouse Drive, Joydens Wood, Bexley, Kent DA5 2EE.

Dates of committee meetings for the next 12 months have been agreed and will be Saturdays:

10 December 2016 14 January 2017 25 March 2017 13 May 2017 10 June 2017
22 July 2017 9 September 2017 28 October 2017 9 December 2017

What skills do I need?

IT and email
Organised with attention to detail
Good communication and writing skills

What will I get out of volunteering?

The role is ideal for someone who enjoys being part of a team. Society volunteers gain considerably from meeting new people, getting involved in events and doing something for their Society. The Minutes Secretary's role is essential for making sure the Society runs successfully and continues to benefit people researching their family history in our area. We hope that the new Minutes Secretary will find the role rewarding and interesting.