

HAMPSHIRE GENEALOGICAL SOCIETY

JOB DESCRIPTION – MINUTE SECRETARY

ROLE DESCRIPTION

To take the minutes at HGS Meetings.

TERM OF OFFICE

No specified term – The position is held for as long as the holder or Society wishes.

COMMITMENT

To ensure the minutes are produced and distributed where necessary in a timely manner. Executive Committee meetings are held on six occasions, every two months. Development Forum meetings are held three times a year currently on Sunday afternoons. An AGM is held once a year.

RESPONSIBILITIES

- Draw up agendas together with the Chairman
- Attend HGS meetings and take accurate notes
- Produce accurate Minutes and distribute in a timely manner

KNOWLEDGE & SKILLS REQUIRED

- IT competence. Knowledge of Excel, Word and Zoom is a bonus
- Ability to take good minutes
- To have some genealogical knowledge
- To acknowledge, and accept need for, confidentiality

RESOURCES NEEDED

A computer; internet connection; phone or mobile phone