

## SEOS PAID OFFICERS JOB DESCRIPTION

MINUTES SECRETARY

2008

1. **Position.** Works to the Chairman. Is co-opted to the Committee as a full member.
2. **Main Function.** To minute committee meetings.
3. **Experience, Facilities and Skills.** General administrative skills. Note- Taking and Word Processing.
4. **Work Pattern.** There are likely to be five committee meetings throughout the year.
  - An initial meeting in July/August/September to confirm the membership, agree a budget and overall programme.
  - A meeting in October to finalise the Application Pack and review Guide Production Plans.
  - A meeting in Nov/Dec to confirm details for the Guide, and firm up the New Year programme.
  - A meeting in February to review progress after artist numbers are in.
  - [A possible meeting to review progress March/April/May]
  - A meeting after the June event to prepare for the AGM
5. **Specific Tasks**
  - Attend all committee meetings, to record the minutes.
  - Provide all Committee members with copies of the minutes.
  - Keep a record of the minutes signed by the chairman
  - Make copies of the minutes and members reports for the membership to view at the AGM in July.
6. **Honorarium**
  - £35.00 per meeting.
  - Travel expenses as decided annually by the committee.