



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Minute Secretary

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1. **Principal tasks:**

Attend meetings of the Board.

Prepare minutes of the meetings and distribute to Board members within one week of the meeting taking place.

Maintain the Society's archive file of minutes of board meetings, special meetings and annual general meetings.

2. **Financial responsibilities (if any):**

None

3. **Health & Safety**

With other Board members is responsible for the occupational health and safety of all volunteers and the visiting public.

Be fully aware of, and operate, all relevant health & safety requirements

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.