# 

# Minutes Secretary’s (Committee)

## Role Description

To record and issue the official Committee Meeting Minutes

## Commitment

Two committee meetings per month (1 Committee & 1 Fundraising), Approximately 3 hours per month.

## Responsibilities

1. To record the pertinent points of the Committee & Fundraising Meetings
2. To issue the Minutes for approval to the club chairperson & club secretary.
3. To record all actions
4. To maintain copies of all minutes and distribute to attendees.

## Constraints

1. None

## Accreditation Criteria

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
|  |  |  |  |  |  |  |  |  |