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# 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

|  |  |  |  |  |  |  |  |  |
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| DBS | SafeguardingChildren | First Aid | ClubWelfare | FA Level1 | FA Level2 | FA YouthModule | LicencedCoach | Other |
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