



hebridean sheep society

Meetings Secretary Job Description

The Meetings Secretary is appointed by the Trustees. The Meetings Secretary is answerable to the Trustees for the following functions:

1. to consult Trustees and then agree with the Chairman the agendas for Trustees' meetings and to publish these, with any ancillary papers, at least 7 days before the date of the meeting.
2. to take minutes of Trustees' meetings and then publish these, as a draft, to Trustees within 10 days of the meeting
3. to make summaries of each meeting for distribution to members in the next members' newsletter
4. to amend the minutes of each meeting, as directed by the next meeting of Trustees, and securely store the final agreed minutes of each Trustees' Meeting digitally or otherwise
5. to maintain notes describing the whereabouts and access paths for all Society data and documentation held as Meetings Secretary and to ensure that these notes are given to two other trustees

Approved by Trustees
February 2016

