



# The South Western Federation of Museums and Art Galleries

## Role Description – Minutes Secretary

### Main Tasks and Responsibilities

1. With the Chair, draw up the agenda for the Board meetings (4 times/year)
2. Send out reminder to Board members to submit reports prior to Board meetings
3. Up load agenda and reports onto website
4. Take minutes at Board meetings, type them up and get the draft minutes approved by the Chair
5. Up load the draft minutes onto the website
6. After the minutes are approved at the Board meeting, make corrections as required and upload the final version onto the website
7. Be the first point of contact for the Charity Commission and Companies House. Submit returns to these organisations
8. With the Chair, draw up agenda for the AGM
9. Prepare voting papers for the AGM, receive nominations, conduct elections at the AGM
10. Take minutes at the AGM, type them up and get the draft approved by the Chair; upload onto the website as for Board minutes
11. Keep the list of Board members' contact details up to date; circulate to Board members, co-opted officers and observers
12. Keep an eye on the constitution and make sure meetings abide by the Federation's Memorandum and Articles and Rules; (available on website)
13. Brief new members of the Board with minutes of previous meeting, dates of forthcoming meetings, role description, list of county members (County reps only), Board member contact list, copy of Forward Plan.

### Skills, experience and outlook required

1. Excellent writing skills, ability to be succinct and abstract key information – experience of minute taking not essential;
2. Organised and efficient, able to stick to schedules and take the initiative when required;
3. Knowledge of charity/company law not essential, but a willingness to learn about it is;
4. Commitment to the SW Federation of Museums & Art Galleries and to ensuring the Board fulfils its legal obligations as a charity and limited company.