

JOB DESCRIPTION – MINUTES SECRETARY

Key Responsibilities

- Record minutes of general meetings and board meetings

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Key Duties

1. Meetings

- Record minutes of general meetings and board meetings
 - Take formal minutes and keep them in the company's minute book.
 - Distribute copies of minutes all directors prior to next meeting
 - Ensure approved minutes are signed by the chair.
- Prepare an agenda for each meeting (in consultation with the chair) and make sure copies are sent out prior to the meeting.