

The role

The minutes secretary's job is to record meetings of committees, sub-committees, where appropriate, and annual general meetings. The remit is to record as concisely, as clearly and as fully as is necessary, their business: the time of the meeting, who was present, who sent apologies for absence, the topics covered—the agenda—the discussions and who contributed what, decisions and who made them, proposed and seconded, with votes counted, and when the meeting was closed, so that all the relevant information is preserved in accessible form.

Why this role

The minutes secretary is a great introduction to working as part of the AHFAP committee. It allows the postholder time to explore what it means to be an AHFAP committee member and contribute new ideas. While not as time commitment heavy as some other roles it certainly allows scope for the postholder to give a meaningful contribution to the organisation. As minutes secretary the post holder is welcome to assist in all other aspects of roles within the committee including organising the conference, gathering content for newsletters, writing articles and contributing to admin tasks. The minutes secretary is an active role at conference time too; assisting with organisational tasks on Day 1, meeting and greeting delegates, manning microphones during Q&A sessions and general set up and pack down tasks.

The Ideal candidate

It requires someone who is an accurate notetaker, well organised and an enthusiastic team player.

In summary

- Record concisely meetings including monthly meetings and AGM
- Save the minutes so they are easily accessible on the AHFAP Google Drive
- Contribute to meetings, newsletters, and conference planning
- Be a team player on Day 1 and 2 of the conference, assisting with registrations, wayfinding and information distribution
- Setting up Day 1 conference and Day 2 where appropriate
- Motivated and organised and a great team player