

NATIONAL BARGEE TRAVELLERS ASSOCIATION
 JOB SPECIFICATION MINUTES SECRETARY
 10th April 2022

The NBTA is hiring – we’re looking for a part-time / casual Minutes Secretary to take minutes of the NBTA Committee, General and Extraordinary General Meetings.

1	Job title	Minutes Secretary
2	Suggested salary	£15 per hour subject to negotiation
3	Hours	8-10 hours every 3 months plus up to 14 hours for the Annual General Meeting; Extraordinary General Meetings as required, estimated 10 hours per year.
4	Department / Section	Secretariat
5	Main purposes of job	The NBTA holds Committee meetings every 3 months; one General meeting every year and an average of one Extraordinary General Meeting every year. All of these meetings need to be minuted.
6	Key tasks	<ol style="list-style-type: none"> 1. Attend meetings of Committee and NBTA membership, whether online by Zoom/ telephone conference or in person. 2. Work with the Chair and Secretary to ensure the minutes follow the agenda and record attendees and apologies. 3. Accurately record decisions made and actions agreed. 4. Accurately record a summary of discussion where the agenda item is contentious. 5. Write up and send to Secretary within one week.
7	Key results / objectives	To provide accurate minutes for meetings promptly.
8	Desirable skills	Ability to take minutes using a laptop/computer; proficiency in plain, clear and simple English; skills/ experience in copy editing; ability to complete work promptly; understanding of data protection. You will need a laptop or similar with internet access and be able to use Zoom.
9	Reporting to	Nick Brown, Secretary, on behalf of the Committee
10	Date of Issue	10-04-2022
11	Reference	Minutes Secretary