

Job description

Job Title

- Minute Taker

Department

- Admin and Finance

Salary

- £50 per meeting

Reports to

- Finance and Administration Manager

Responsible for

- N/A

Role Purpose

- To take minutes of our monthly Board of Trustees meeting and produce a typed record in a timely manner following the meeting.

Generic Responsibilities:

- Provide a consistent, friendly and professional service.

Role Specific Responsibilities:

- Take accurate and thorough minutes during the Board of Trustees meeting.
- Type up minutes promptly after the meeting and send to the Managing Director and the Chair of the Board of Trustees.
- Promptly verify and clarify any information you are unsure of within the minutes.