

# Role Outline: Minute Secretary

**ORGANISATION NAME:** Plymouth and District Badminton League

**ROLE:** Minute Secretary

**RESPONSIBLE TO:** League Committee

**NAME OF VOLUNTEER:**

**START DATE:** **END DATE:**

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## Responsibilities:

- Arranging the committee meetings (including Annual General Meetings)
- Taking of and the distribution of the minutes
- Maintaining up to date records of the meetings
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

**Signed:**

**Date:**