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**ARLIS UK & Ireland Minute Secretary**

The Role

A member of Council, the Minute Secretary shall attend and take minutes at all Officers/Council meetings and the Annual General Meeting, and shall attend and minute any extraordinary meeting should they occur at all.

The Minute Secretary shall be available for re-election for no more than 4 consecutive years. On the expiration of such period, one further year must elapse before a former Minute Secretary shall be eligible for re-election.

Should the Minute Secretary foresee s/he will be unable to complete her/his term of office, s/he should give at least 3 months’ notice to allow for a new officer to be appointed and trained.

Officers/Council meetings are held 4 times per year. In Consultation with the Society’s Officers, the Minute Secretary schedules dates and venues for forthcoming year’s Officer/Council meetings and presents these at the December Council. S/he shall also make the necessary arrangements and liaising to secure the venues for Council and AGM meetings.

The Minute Secretary, in consultation with the Officers, Committee Chairs and Council, prepares the agenda, and distributes it two weeks before a meeting.

A month before any meeting, the Minute Secretary reminds Officers, Chairs and Council of any minutes and reports that need presenting at the forthcoming meeting. A further reminder is sent a week before the meeting.

The Person

Although previous experience might not be necessary, good ITC skills and netiquette are essential to this role, as are attention to details, excellent organizational skills, and the ability to meet deadlines.

Employers usually welcome the opportunity offered to their staff to volunteer for professional support organizations with an international profile such as ARLIS UK & Ireland, seeing it as not only a valuable CPD activity for their staff, but a valuable asset for their organization, or a way to give back organizational skills to the community, and might allow for some work time to be used on the Society’s business.

However, all volunteers understand that some work will need to be done in one’s own personal time, particularly when approaching deadlines or in case of unforeseen occurrences needing a speedy response, when these cannot be addressed in work time.

ARLIS UK & Ireland is a Charity registered with the Charity Commission