



CAMBRIDGE CYCLING CLUB



For Recreational And Racing Cyclists

ROLE DEFINITION

Job Role

Minutes Secretary

Principal Objective

To record the minutes at committee meetings, the AGM and any EGMs.

Duties and responsibilities

- To circulate, by email, the agenda for committee meetings, in the week preceding the meeting.
- To attend most (if not all) committee meetings, the AGM and any EGMs and record the minutes at those meetings.
- Email minutes to the committee within a few days of any meeting.
- Email minutes of the AGM to all club members.
- Upload minutes to the club Google drive.

Attributes

- Enthusiasm
- Attention to detail