

Minuting Secretary

Role Description

Role Purpose

The Minuting Secretary ensures accurate, clear and timely records of Dorset NEU district meetings. The role supports transparency, accountability and good governance by producing high-quality minutes that reflect decisions, actions and key discussions.

Key Responsibilities

1. Recording Meetings

- Attend Dorset NEU district meetings (and sub-groups where agreed) to take accurate minutes.
- Record key points of discussion, decisions made, actions agreed, and who is responsible for completing them.
- Ensure minutes are concise, impartial and reflective of the meeting's proceedings.

2. Preparing and Circulating Minutes

- Produce draft minutes in a timely manner after each meeting.
- Share draft minutes with the District Secretary for review before circulation.
- Distribute approved minutes to district officers, committee members and other relevant parties.
- Ensure minutes are stored securely and accessibly for reference.

3. Supporting Meeting Administration

- Assist with maintaining an organised record of agendas, minutes, attendance lists and accompanying documents.
- Work with the District Secretary to ensure agendas and papers are sent out in advance.
- Help ensure that district governance requirements are met (e.g., correct recording of motions, votes and amendments).

4. Collaboration

- Work closely with the District Secretary and Communications Secretary to ensure clarity and alignment between minutes and subsequent communications.
- Liaise with relevant district officers when clarification on actions or decisions is needed.
- Maintain professionalism, impartiality and confidentiality at all times.

Skills & Attributes

- Strong written communication skills with attention to detail.
- Ability to summarise discussions accurately and clearly without personal interpretation.
- Good organisational skills and reliability in meeting deadlines.
- Impartial, discreet and able to handle confidential information appropriately.
- Commitment to NEU values of transparency, democracy and collective working.

Time Commitment

- Attendance at Dorset NEU meetings.
- Time to draft and circulate minutes after each meeting.
- Occasional additional administrative support as agreed.