

Steining Arts Taking Minutes Secretary Role

Taking meeting minutes at least 3 times per year and distributing to relevant members.

Full role Description

<i>Task</i>	<i>What it involves</i>	<i>When</i>
Making notes in live or zoom meetings	<p>There will be 3 main planning meetings per year which will need comprehensive minute taking.</p> <p>In addition to that there may be occasional meetings to minute.</p> <p>Take minutes, review with co-chairs within 48 hours.</p> <p>Distribute to Core role holders and members as necessary.</p>	<p>AGM (usually January)</p> <p>Art trail meeting (usually February)</p> <p>Art Trail meeting (usually April)</p>