
Suffolk County Athletics Association

Minute Secretary



Role Description

- Attend and record minutes at each of the Executive committee meetings
- Liaise with the Chairman to check the minutes before you issue them to all the relevant members.
- Take minutes at the AGM and include an up to date record of the elected officers.
- Issue an agenda to all members 14 days in advance for the executive meetings.
- Issue a preliminary notice 28 days in advance of the AGM to all members and clubs
- Issue FINAL notice 14 days in advance of the AGM with all reports to all members and clubs.