

# Minutes Secretary

## *What is the job?*

The Minutes Secretary coordinates July General Committee (JGC), January Executive and telephone conferences. This position ensures that the proceedings of these meetings are recorded and distributed to ASCM members and Friends.

## *What is the ASCM?*

The Australian Student Christian Movement is a movement of students interested in exploring questions of faith in an open, ecumenical environment and living the faith through acts of justice in the world.

## *What is expected?*

The Minutes Secretary is required to:

- coordinate logistical preparation for JGC, January Executive and telephone conferences,
- take minutes at national meetings,
- distribute minutes to the Executive, ASCM members, and Friends using mail, email, and the website, and
- ensure that material is archived appropriately.

## *What resources are required?*

The Minutes Secretary is expected to have access to a computer, email, telephone, and text editing software (e.g., Microsoft Word).

## *What skills are expected?*

The Minutes Secretary must be able to produce the minutes in a function format that is easily understood. He or she must be able to accurately record the proceedings of all meetings. He or she must also be capable of organising face-to-face meetings that last for three days, and the associated logistical requirements of hosting the meeting attendees (or of responsibly delegating these tasks). He or she must also be capable of organising a teleconference.

## *What is the commitment?*

The Minutes Secretary is expected to take on this position for a minimum of one year. There is no honorarium associated with this position, however costs, such as postage and telephone, will be reimbursed by the ASCM.