

**Basingstoke and Mid-Hants Athletic Club**  
**Committee Posts**  
**Role Profile**

**Committee role – Minutes Secretary**

**Main duties**

- Taking and distributing the meeting minutes of each Committee meeting.
- Taking and distributing the minutes of the Annual General Meeting.
- Vote on issues as and when required at committee and annual general meetings.
- Organising the distribution of AGM notices to club members

**Other duties may involve.**

- Assisting in the organisation of fund raising activities.
- Active participation in sub-committees to organise open meetings.
- Participation in fund raising activities.
- Arranging venue and refreshments at the senior awards night.

Karen Jewers  
24.11.09