

## Minutes Secretary

*Providing a vital record of the activities of the society*



### Overview:

To provide a record of the monthly meetings of the Management Committee, the twice yearly general meeting and the Annual general meeting to enable the society to meet its administrative and legal obligations.

As a QFHS volunteer we would ask you to perform the following tasks:

- Take minutes at meetings as scheduled
- transcribe notes to create draft minutes
- circulate draft minutes by email to attendees for correction and final distribution.
- File confirmed, signed copies on archival paper

### Qualities:

- attention to detail
- good communicator

### Skills:

- Keyboard skills (or speedy note taking skills)
- language proficiency to enable competent taking of minutes.

### Desirable:

- Some knowledge of QFHS organization and activities and the general family history environment.

**Time Commitment:** Approximately 4 hours per month.

**Reports to/ first contact:** Meeting Chair

**Location:** Mostly online with option of in-person for general and Annual general meetings.

### Benefits:-

Satisfaction of providing a vital record of the activities of the society. Insight into the issues concerning the society.

### How to apply:

You can express your interest in this position by emailing the Volunteer Coordinator at : [volunteering@qfhs.org.au](mailto:volunteering@qfhs.org.au). Please include '**Minutes Secretary**' in the subject line.