



NSWERA Governance Manual SMC Position Description - Document No. 7.5.3

Position Title

NSWERA Meeting Minutes Secretary

Position Purpose

Ensure an accurate record is kept of the proceedings of formal NSWERA meetings by recording the minutes of those meetings first hand.

Principle Accountabilities, & Performance Indicators.

Monthly SMC Meeting

Be available between the hours of 6pm and Midnight at the nominated venue to take the minutes of the monthly State Management Committee meeting.

KPI – The minutes formally accepted as a true and accurate record of the meeting.

Annual General Meeting

Be present and take the minutes of the Annual General Meeting of the membership of the NSWERA.

KPI – The minutes formally accepted as a true and accurate record of the meeting.

Special General Meeting

Be present and take the minutes of any Special General Meeting of the membership of the NSWERA that may be called.

KPI – The minutes formally accepted as a true and accurate record of the meeting.



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NSWERA Meeting Minutes Secretary.

Principle Accountabilities - Key Tasks

Monthly SMC Meeting

- **Pre Meeting Preparation.**
 - Prepare an appropriate shell for the minutes.
 - 1 week before the meeting call for submissions from SMC members.
 - Corrections to last meetings minutes.
 - Portfolio reports.
 - Copies of documents to be tabled or discussed
 - Update the minutes from last meeting.
- **Attend designated SMC meeting.**
 - Be available between the hours of 6pm and Midnight.
 - Record attendance and apologies.
 - Take final adjustments to last meeting's minutes with sign off.
 - Take the minutes.
- **After Meeting.**
 - Tidy up notes taken at the meeting.
 - Circulate draft minutes to the SMC.

Annual General Meeting

- **Pre Meeting Preparation.**
 - Prepare an appropriate shell for the minutes.
 - 1 week before the meeting call for submissions from SMC members.
 - Portfolio reports.
 - Copies of documents to be tabled or discussed.
 - Copies of motions to go before the AGM.
 - A list of nominees standing for election or re-election to the SMC.
 - Update the minutes from last meeting.
- **Attend the AGM.**
 - Take the minutes of any SMC meeting called prior to the AGM.
 - Record attendance and apologies.
 - Take final adjustments to last AGM meeting's minutes with sign off.
 - Take the minutes.
- **After Meeting.**
 - Take the minutes of SMC meeting for election of officers.
 - Tidy up notes taken at the meetings.
 - Circulate draft minutes to the SMC.
 - Ensure the AGM minutes are published in the newsletter prior to the next AGM.

Special General Meeting

- **Pre Meeting Preparation.**
 - Prepare an appropriate shell for the minutes.
 - Obtain copies of documents and submissions to be put at the meeting.
- **Attend the meeting.**
 - Record attendance and apologies.
 - Take the minutes.
- **After Meeting.**
 - Tidy up notes taken at the meeting.
 - Circulate draft minutes to the SMC for sign off at the next SMC meeting.