

Role Description: MASCIP Secretary



Purpose

To maintain records of MASCIP activities and be first port of call for communication

Key Responsibilities

- Initiate and finalise agenda for meetings in the month before committee meetings
- Write minutes of meetings and share with the chair within 2 weeks of the meeting
- Archive MASCIP documentation
- Monitor MASCIP email inbox 3 times a week, responding to requests or forwarding to other committee members as appropriate
- Co-ordinate MASCIP gmail accounts

Time Commitment

Approximately 1 hour per week monitoring email and record keeping

Approximately 4 hours per quarter doing agenda and minutes

Attendance at MASCIP committee meetings and conference

The Person

- Commitment to MASCIP and its values
- Willing and able to devote the necessary time and effort to their role
- Organised record keeper
- Accurate minute taker

Version History:

02/07/24		Benita Hexter
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