

Minutes Secretary Job Role

Job Title	Minutes Secretary
Location	Warner Textile Archive, Silks Way, Braintree, CM7 3GB Braintree Museum, Manor Street, Braintree, CM7 3HW
Salary	£80 per meeting plus travel expenses
Hours	Trust Board meetings every two months in the evening and Warner Textile Archive Trading Limited meetings quarterly during the day both usually last 2-3 hours.
Contract	Freelance
Reports to	Museums Manager
Job Purpose	Provide efficient and effective minutes at the Museum Trust and Warner Textile Archive Trading Limited Board meetings.

Objectives:

1. Liaise with the Museums Manager and Chair of the Boards to ensure agendas and reports are available for the meeting.
2. Take minutes in the Board meetings and produce a draft within a week.
3. Produce a final set of signed minutes and ensure they are stored digitally with the Trust and Company records.

Trust Accountabilities

- Able to attend the Board meetings during the day and evening with advance notice.
- To take responsibility for maintaining own health and attendance.
- To support, contribute and comply with quality and governance procedures and policies as directed by the Trust.
- To apply and actively promote the principles of the Trust's Equal Opportunities Policy in all areas of employment and service delivery.
- To advise the Museums Manager and Chair if, at any time, the above duties and responsibilities cannot be performed.

Skills, Knowledge and Experience (Tested at application and interview stage)

Essential

- A high standard of written English.
- Experience of formal minute taking.
- Accuracy, attention to detail and well organised.

Desirable

- Experience of working in a heritage organisation or charity.
- Experience of ZOOM meetings