

Secretary to Development and Support Committee Role Description

The main functions of the role are to:

- keep email/contact details of committee members.
- attend and take minutes of committee meetings.
- write minutes of meeting to include “Action” points.
- distribute minutes to members of committee and a copy to the Synod Office as soon as possible after the meeting.
- compile agenda with convener of the committee.
- send out reminder of meeting date [3-4 weeks before meeting] to members asking for written reports by date given [2 weeks before meeting].
- send out agenda, written reports and other papers to members [1 week before meeting].