

## GMDT Board Supporting role: Minute Taker



### What will you do?

- ensure that all meetings are held on the nominated day / time as set down by the GMDT Governance document.
- arrange board meetings, prepare and circulate the agenda and papers.
- keep minutes and ensure that proper records are kept.
- confirm what actions and decisions have been made, and together with the Chair, monitor their implementation
- capturing of Board member Board reports for presentation to the Board.
- Preparation of Board Agenda timely before the Board meeting.
- Scheduling of Board meetings and updating GMDT Governance document.



## What's in it for you?

- make a positive impact for people in Morpeth and its outlying areas by ensuring the Charity is sustainable and meeting the needs of the community.
- meet people and build relationships with trustees, staff and other volunteers.
- Enjoyment is knowing your efforts drive forward GMDT's Projects.



## What do you need to have?

- ability to organize.
- be able to exercise good independent judgement.
- WORD and EXCEL skills recommended.



## How much time do you need to give?

Trustee boards usually at most once a month between 4pm – 6:30pm, the norm is to have board meet every 2 months. We would appreciate if you can attend all board meetings and an AGM a year.

If you are unable to attend any board meeting, another Board member would be able to take on the role as Board minute taker.

## Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

If you are interested in becoming a trustee and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Please contact:

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