

## **Role of the Community Council Secretary**

The Secretary has several key tasks:

### Correspondence

The Secretary needs to ensure that any correspondence is sent out on behalf of the Community Council and not from them as an individual.

### Membership List:

The Secretary should keep this up to date. It needs to include full contact details of all members in order to send out agendas and minutes.

### Preparing the Agenda:

The Secretary will need to check through the minutes of the previous meeting to ensure all instructions from that meeting have been carried out.

The Secretary should consult with the Chair when drawing up the agenda and consider any suggestions or comments from other Community Council members.

An agenda will be circulated prior to the date of the meeting by the Secretary.

### Minute Taking:

This is an important job providing a record of the discussion and decisions.

Tips for good minute taking include: be prepared, be accurate, write up minutes soon after the meeting takes place, be objective and ensure decisions taken are recorded.

The minute should summarise the discussion of the Community Council and the actions taken, it does not need to be a word for word record.

The Secretary will circulate draft minutes to Community Council members and Midlothian Council within 14 days of a meeting occurring.

### Record Keeping:

The Secretary is responsible for ensuring that the Minutes and Agenda's are available to the community and are retained for an appropriate period.

Community Councils are required to comply with the Data Protection Act