

RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD



MINUTE SECRETARY

ROLE

The Club's Minute Secretary is responsible for:

Ensuring that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure

DUTIES

- Prepare meeting agendas and circulate 7 days prior to scheduled Committee meetings;
- Take accurate minutes of Committee meetings and ensure that either the President or Secretary signs the minutes as "Approved"
- Circulate with meeting agendas;
- Maintain accurate records of Club meetings and decisions.