

Volunteer Task Description

Volunteer Minute Taker

Purpose of Role

Minute taker for the SCRATCH Board and other SCRATCH meetings as agreed.

Key Tasks

- Taking accurate and thorough minutes at committee and, on occasion, other meetings.
- Accurately recording decisions and actions in the minutes.
- Verifying and clarifying any information you are unsure of within the minutes.
- Circulating minutes within one week of the meeting taking place.
- Using IT and word processing skills.
- Keeping all discussions confidential.
- Attending meetings reliably and punctually.
- Maintaining confidentiality.

General Responsibilities

Comply with SCRATCH's volunteering policies at all times - including **Health and Safety, Confidentiality, Equality & Diversity** and **Smoke-Free policy**.

Time Commitment

This would involve a couple of afternoons work, every two months.

Location

The post is based at SCRATCH, Unit 33, Mount Pleasant Industrial Estate, Mount Pleasant Road, Southampton, SO14 0SP
Tel: 02380 773132

Expenses

Reimbursement of out of pocket travel expenses between home and volunteering location.

Supervision & Support

Provided by the Chair to the board and the Volunteer Manager, Annie Knight.

Who are we looking for?

We are looking for people who are committed to proactively supporting the work of SCRATCH and who share its aims and values. We want people of any age and background. For this role you must:

- have a sensitive and mature attitude
- be well organised
- have the ability to work confidentially.
- be able to take and produce accurate notes.
- have strong IT and typing skills
- have excellent written and spoken English
- have good listening skills