



Volunteer Opportunity

Minutes Secretary for The Board of Trustees

Healthwatch Milton Keynes Board of Trustees are seeking a volunteer to support with minute taking at our public Board meetings.

We are looking for someone who has the knowledge and experience of taking formal minutes of Board or Committee meetings and could spare a few hours every three months to help us ensure the minutes of our meetings - held in public - are of high quality, are an accurate record of the discussion and decisions made by Trustees and are accessible to Milton Keynes residents.

Meetings are held four times a year (February, May, August and November on Wednesdays between 9.30am and 1pm and are usually held at our main office in Milton Keynes Business Centre, Linford Wood. As well as attending the meetings to take minutes, you would be able to give some time to type up minutes and return them to the Chief Executive.

If you do not have access to a computer at home, you would be able to use a computer at our main office.

Duties

- To take notes that accurately reflect the decisions and discussion that took place during meetings
- Write up notes electronically so that information can be easily discerned, and communications are clear
- Ensure that responsibilities and ownership are clearly indicated within the minutes
- Distribute the minutes to Chief Executive Officer

Skills and Experience

We are looking for someone with previous knowledge and experience of formal minute taking, preferably for a Board or Committee.

You will have excellent writing skills and the confidence to input as a key person within the structure of Board meetings.

You will get the opportunity to be a part of a small and passionate charity, independently working toward ensuring the people of Milton Keynes have a voice on how health and social care services locally are designed and delivered, and that they meet the needs of the people that use them.

Travel expenses are paid.

We welcome informal discussions with interested applicants so please don't hesitate to call if you would like to discuss the role in more detail.

To apply please email info@healthwatchmiltonkeynes.co.uk with your contact details and a description of your relevant work experience for the role and why you would like to volunteer with Healthwatch Milton Keynes.