

# FRIENDS OF THE SIMPSON DESERT PARKS

*VOLUNTEERS Working For Conservation  
Group of the Decade 1988 - 1998*

PO Box 988 Kent Town SA 5071 Email- fos@chariot.net.au

President  
(08) 8383 0376

Secretary  
(08) 8520 3794

Treasurer  
(08) 8278 5289



## JOB DESCRIPTION

### GENERAL MEETING MINUTE SECRETARY

#### ROLE:

The role of the General Meeting Minute Secretary is to take down and prepare the minutes for General meetings.

#### DUTIES:

- Record the minutes at each meeting including those responsible for 'actions'.
- As soon as possible after each meeting write up and submit a draft to the President for confirmation.
- The President will forward a correct copy to FOS Secretary for distribution.