

## **CoDA NSC Secretary Service Position**

- To prepare draft minutes for the NSC meetings in a timely manner assisted by a recording of the proceedings. These minutes will consist of proposals and business reports only as agreed on 20/3/21.
- Circulate the draft minutes and handle any feedback received.
- Issue the final version of the minutes to members on the NSC circulation list including the Comms and Website team for communicating to the wider fellowship.
- Assist the Chair during the meeting with any information relating to previous minutes and managing AOB.
- Help with the preparation of the meeting agenda including circulating proposal forms and supporting information.
- Circulate information from the NSC to the wider fellowship via the Comms and Website team.
- Ensure the agreed meeting minutes are uploaded onto the website.

The NSC has previously voted that the person picking up this service position will need to have attended 3 NSC meetings to be eligible. However, if you have service in another part of the fellowship, for example, a regional service position, and would like to come forward, the NSC would be interested in hearing from you.