



NAMEM
National Association of
Medical Education Management

MINUTE SECRETARY ROLE DESCRIPTION

Objectives:

- To ensure that accurate minutes of NAMEM Council meetings are recorded and distributed in a timely manner.
- To actively contribute to the aims and objectives of the Association.

Roles & Responsibilities:

To be read alongside NAMEM TOR and Regional Representative role

- Liaise with Chair and Council members prior to meetings to ask for agenda items and co-ordinate with reps to receive their regional report. Send associated documents to all members prior to any meetings.
- To provide minutes and an action tracker from each NAMEM Council Meeting ensuring the minutes and tracker are with the Chair for ratification within 3 working days of the meeting and with all council members within 1 week.
- Work to support annual conference organisation with the regional rep and other members of council, including additional secretarial report as required.

Ratified: August 2021 To be reviewed: August 2024