

FTNA MEETINGS ADMINISTRATOR

The FTNA Meetings Administrator will be responsible for organising and managing the meetings of the Trustees, and the General Meetings of the FTNA membership, subject to all Data Protection and Privacy Policies and Procedures approved by the FTNA Council.

Ideally we are looking for a person with some previous Meetings Administrator experience however, someone who shows serious keenness and enthusiasm to learn and take on the role will also be considered as training can be given. This is a voluntary, non-trustee role and the appointed candidate will be regularly liaising with and reporting to, the FTNA trustees.

Responsibilities include :-

- Attending meetings, and producing copies of draft and final minutes.
- Collation of the Trustees Reports and other relevant papers, and then uploading them on to the FTNA Dropbox.
- Circulation of papers to relevant persons attending a meeting.
- Contacting and arranging attendance of TNA representatives or any other persons needing to attend a meeting.
- Preparing and maintaining Agendas, Action lists, Risk Reports, etc.

Most of the Meetings Administrator role is carried out independently however you will be in regular contact with the FTNA Chairman, Secretary and other trustees. The majority of our administration now takes place via on-line conferencing or conference calls.

Assets useful to the volunteer carrying out the role would be :-

- Ability to work on own initiative.
- Good IT, written and oral communication skills.
- An accuracy and attention to detail.
- The ability to quickly understand the needs of the charity and its administrative team.
- The ability to ask key questions to enable us to clarify requirements.
- An understanding of the resource constraints of the charity.
- Being open to giving and receiving feedback.

As Meetings Administrator your input is extremely important for the charity in helping to maintain the smooth running of its meetings and for the accuracy of the recording of its minutes.

For the volunteer who takes up this post there is the knowledge that they are playing a key role in assisting the FTNA to continue with its work of helping the TNA and its staff in educating the public about the nation's documents and opening up those documents to a wider audience.

Further details and a fuller role description can be provided during an online interview.

Please contact :-

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