**Secretary – The Junction Surgery Patient Participation Group**

**Remuneration:** The role of secretary is not accompanied by any financial remuneration.

**Location:** The Junction Surgery

**Time commitment:** 2 meetings per year.

**Job Description**

* Write up the Minutes of the last meeting, showing decisions the group has made
  + check the Minutes to see if there’s any ‘Business Arising’ to be included in the Agenda of the next meeting.
* Meeting
  + confirm with the Chairperson that she or he will be at the next meeting, and if not, ask one of the other members to stand in
  + help the Chairperson to draw up the Agenda for the next meeting and let her or him know if anything has come up in Correspondence that might need discussing at the meeting
* Check with members to see if they will be coming to the meeting and make a list of Apologies (people who have told you they can’t attend the meeting).
* If there are visitors coming to the meeting, the Secretary should also get background information on them so the Chairperson can introduce them.

**At the meeting**

* The Secretary should bring a folder of Minutes from previous meetings and a copy of the Terms of Reference.
* The Secretary should also bring all inward and outward correspondence since the last meeting.
* The Secretary’s jobs for the meeting are straightforward and in order are:
  + record the names of the members at the meeting and ask for any more apologies
  + table the Minutes of the last meeting
  + note any decisions on correspondence
  + take short notes on discussions
* record the meeting’s decision on every Agenda item, including formal motions and amendments; and any action items
* help the Chairperson count votes if necessary.

**After the meeting**

The Secretary should:

* write up the Minutes as soon as possible
* write any letters that need to be done, get the
* Chairperson to sign them and send them off
* follow-up any instructions from the meeting
* let the Chairperson know if there’s any urgent
* correspondence
* send out draft Minutes to members as soon as possible

The Minutes are a brief, but formal, summary of your meeting.

Minutes are important for the historical record and they can help settle questions of precedent (what did we do when..?) or confirm rulings the Chairperson has made.

They must be a record of:

* All decisions and actions the group takes

Because the Minutes are a historical record, they have to formally record:

* the name of the Organisation having the meeting
* the type of meeting it is - a General Meeting, an Annual General Meeting, an Executive Meeting or a Special General Meeting
* the time, date and place of the meeting the names of the Chairperson, the members who are present and any apologies
* confirmation of previous Minutes
* notes on any business arising from the previous Minutes
* correspondence sent and received; and any action taken
* the date of the next meeting
* the time the meeting closed.

**ORDINARY MEETING**

**The Junction Surgery**

Date, time and location

**AGENDA**

1. Welcome (by Chairperson)
2. Present & Apologies (by Secretary)

3. Minutes of the Previous Meeting

Motion confirming Minutes

4. Business arising from the Minutes

5. Correspondence—inwards & outwards

5.1 Business arising from the Correspondence

7. General Business

8. Other Business

9. Date of next meeting

10. Close of meeting

**MINUTES**

The Junction Surgery Patient Participation Group

Date, time and location

1. Welcome

The Chairperson welcomed members and opened the meeting at 7pm.

2. Present

L. Whitbread J. Summons A. Garroway

**Apologies**

L. Larsen P. Muscat

3. Minutes of the Previous Meeting

Council approved the minutes as a true and correct record

Moved: N. Karamanlis Seconded: Y. Zhong

Motion carried

4. Business Arising

4.1 Handbooks

Quotes obtained regarding printing of Handbooks.

Will be tabled for discussion in General Business

5. Correspondence

5.1 Inwards

The practice received the inwards correspondence

Discussion re: Mrs Benster (DoE), has accepted

invitation to speak to practice on new Regulations

Other Business

No other business arose.

9. Next Meeting

The group noted that the next meeting would be held

on 21 June 2011 here at the surgery at 6.30pm.

10. Meeting closed

The Chair thanks those present and closed the meeting at 7.20pm