



Role – Volunteer Minute-Taker

Description: To take minutes during OAGB Board meetings (held locally)

Qualifications:

- To have at least three months of current continuous abstinence
- To have been in OA for at least a year
- To be working the OA steps with a sponsor
- To have an understanding of the 12 Traditions

Tasks involved:

- To attend OAGB Board meetings from approximately 9am-4pm (when they are held in a city local to the minute-taker)
- To record the meeting minutes using a template provided by the NSB Secretary and detailing decisions made and actions needed.
- To provide a draft set of these minutes to the Board (by email, as a Word document) within one week of the meeting

Working with:

- The NSB Secretary, liaising before and after the meetings
- The full OAGB Board on the day of the meeting

Approximate time-commitment:

Board meetings are held 5 times a year (in Jan, Mar/Apr, June, Aug and at NA in Oct) and last a maximum of 7 hours. A minute taker may offer service for one or more meetings where they live within the local area (e.g. the Manchester area for the June meeting)

- The Jan, Mar/Apr and Aug meetings are held on a Saturday in a location agreed by the Board as most financially prudent and practical for its current members
- The June meeting (to which all the IG Chairs are invited) is held on a Saturday in Manchester due to its central location
- The Oct meeting is held on the Sunday morning following the National Service Assembly in an allocated room of the Assembly venue.

Technical requirements:

- To have a good level of written English, with high attention to detail
- Good typing skills and ability to use Word
- Prior experience of minute-taking would be an advantage

Please note that as with all visitors/observers to OAGB Board meetings, a volunteer minute-taker would have no voice (except at the discretion of the Chair) or vote at the meeting.

OAGB would cover local travel expenses for the minute-taker to attend the meeting e.g. London Tube fare.

An approximation of these costs should be provided upon application for the service position.