



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

JOB DESCRIPTION

COMMITTEE OFFICER

Duties include preparing agendas, minutes and reports for meetings under the direction of the Town Clerk, dealing with correspondence and taking appropriate actions arising from meetings. The postholder will also help to facilitate the Council's website, record meetings and act to ensure that Council information is published online/social media. Attendance at evening meetings will be required.

Accountable to: Town Clerk (or Deputy Clerk in their absence)

The Council operates a committee and sub-committee structure and this role will help facilitate and support these meetings and other Public Forum meetings in line with the Council's agreed schedule of meetings. The principal meetings to be covered by the role initially are:

- The Environment and Planning Committee
- The Transport and Community Safety Forum
- The International Affairs Sub-Committee
- The Sustainable Transport Sub-Committee
- Youth Council

The Council is looking to expand its role in the Community and, therefore, anticipates additional meetings which the role would cover.

1. To take accurate and concise notes of meetings, committees and sub-committees. This will require attendance at evening meetings.
2. To type up the notes of the meeting into minutes to form an accurate record of the meeting, to the format agreed by the Town Council.
3. To liaise with the Clerk and Council/Committee Chairs to agree the agendas as required.
4. To produce, collate and disseminate the agendas/minutes for distribution in an accurate manner to Councillors and staff and other approved bodies to the format agreed by the Town Council.
5. To compose responses to partners/enquirers regarding items on the agenda when requested to do so.
6. To arrange other meetings as required and needed by the Clerk and Chairs of meetings as required from time to time, and to provide such administrative and clerking support for such meetings as necessary.

7. To place agendas on the website and public notice boards and maintain minute/agenda/reports archive systems as necessary.
8. To record meetings of the Authority
9. To update website and Social Media pages
10. To upload planning comments on Hertsmere Borough Council's planning portal

Other Duties:

Undertaking any other duties, at the request of the appropriate Council's Officers which are consistent with the post holder's competence and grading.

[End]