



## **County Minute Secretary**

### **Main function**

To ensure accurate minutes of County executive are kept

### **Specific Functions**

- Responsible for circulating County executive agenda
- Keep accurate records of County meetings
- Responsible for circulating minutes of county meetings
- Promote being positive about Guiding and Growing Guiding.
- Attend County executive meetings

Appointed by County Commissioner and approved by County Executive.

Term of appointment is three years with an option of two additional years.

Reviewed 2019