



# Volunteer Minute Taker

## Role Description

### **A little bit about SENDAC:**

We are the Statutory Parent Carer forum for Cumbria. Our role is to reach out to families and listen to their concerns and opinions about all SEND services in Cumbria, from EHCP issues to diagnosis processes & concerns about therapy! Armed with this feedback, SENDAC attends meetings & events with the Local Authority, NHS professionals, as well as other professional SEND bodies. SENDAC are an equal statutory partner and therefore, this allows us to voice Parent opinions to the people who can make a difference and ensure changes are made!

### **Main Purpose of the Role:**

The SENDAC forum Committee are looking for someone to take and type up minutes during our online Forum meetings, Management meetings and Partnership meetings. This is an essential role within the forum to ensure we run as effectively and efficiently as possible.

### **What does the role involve? :**

- Writing brief notes during our meetings, including key actions and agreed votes.
- Typing up the notes into minutes and sending them to the forum committee via email (Ideally within 1.5 weeks of the meeting taking place )

### **Time commitments :**

- Attending online forum meetings - 1.5 hours every 4 weeks on a Wednesday evening (6:45 pm-8:15 pm)
- Attending an online Management meeting - 1 hour every 4 weeks (times/days will be discussed to take into account when suits you best)
- Attending an online partnership meeting with senior leads - 2 hours every 8 weeks on a Wednesday (7:00 pm- 9:00pm)

### **What support will you receive?**

- Ongoing support from the Forum & Coordinator
- Note and minute template and examples of prior forum notes, so you have something to work from!
- included in forum meetings without note-taking at the start to increase your knowledge of our work commitments

### **Who would be suitable?**

Someone with good note-taking skills, that is passionate about improving the lives of SEND children and their families. as well as, the capacity to dedicate the time noted above.