



# The Quantum Management System

**Coordinator for Focus Team Meeting Minute Takers**

**Volunteer/Stakeholder**

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## **Role & Responsibility**

The Minute Taking Coordinator is responsible for coordinating a team of volunteers to help bring the material from QMS Focus Team Meetings to life. The Minute Taking Coordinator will source all the volunteers themselves and coordinate them as necessary – utilising the respective talents and expertise along with what time and effort the Volunteers can realistically give. The Coordinator needs to ensure minute takers are available and present for all Focus Team Meetings, and where this is not possible that the video is made available to those who can do this outside of the actual meeting itself. Coordinators will liaise with the Steering Team as to when and what time meetings are being held.

The Minute Taking Coordinator needs to train those who will be taking minutes for the QMS Focus Team Meetings in what is required of and from the meetings in the capacity of minuting them and to share the relevant pre-prepared proforma's to the volunteers before meetings. The Minute Taking Coordinator will need to check every set of minutes, once complete, against the respective video recording to ensure they are true and correct and truthfully reflect what was discussed and agreed upon in the meeting before they are forwarded to the QMS Steering Team for uploading onto the website and across social media platforms.

Coordinators will not be micro-managed and will be left to take responsibility for their team in general, coordinating all aspects of managing Volunteers to minute meetings as required. Coordinator's will be required to check-in once per week, and as necessary on top of this, with the QMS Steering Team to inform them of what is going on, being planned, how things are happening in regards to all that they are coordinating, and any other relevant business as the QMS Steering Team have 100% control and oversight on all matters regarding the QMS.

The weekly meeting is a way of ensuring the Steering Team and Coordinators' are all on the same page and know what is going on and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

<b>Minute Taking Team</b>			<b>Coordinator/Facilitator:</b>		
<b>Find Volunteer Minute Takers</b>	<b>Allocate Minute Takers (area of expertise)</b>	<b>Train Minute Takers and Provide Proformas</b>	<b>Share Meeting Videos where necessary</b>	<b>Check and Forward Meeting Minutes to QMS</b>	<b>Meet with QMS Steering Team</b>
To find volunteers willing to take minutes for various Focus Team Meetings and Sub-Team Meetings.	Allocate Minute Takers to the various meetings – and where possible to allocate to where there is existing knowledge and/or expertise	Train Minute Takers on what is required for the QMS. Provide the necessary proforma's.	Where necessary, to obtain the video's of a meeting to assist in the completing of the Minutes.	To check all Minutes against the video of the meeting to ensure they are a true and correct representation of what was discussed and agreed. Forward the finished Minutes to the QMS Steering Team.	Meet with the QMS Steering Team once per week to obtain meeting dates and times, and share any other information as required.

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.