



Scottish Brass Band  
Association

## MINUTE SECRETARY TO THE SBBA EXECUTIVE

The SBBA Executive would like to appoint a minute secretary.

Reporting to the SBBA President you will be responsible for:

- Accurately minuting SBBA Executive meetings (7 per annum)
- Accurately minuting Annual General Meeting
- Production of minutes; circulation ready within seven days.

### Skills

- Word processing skills

### Location

- Meetings traditionally take place in Bathgate on a Sunday between 10.30 am-2.30 pm.

### Remuneration

- The position attracts an appropriate hourly rate in addition to travelling expenses.

Individuals interested in this role should forward full CV directly to the address below, giving two relevant references with details of their relationship to you and full particulars.

Tom Allan  
71 Tantallon Drive  
Paisley  
PA2 9HS  
Tel: 01505 81 4502  
[tom.allan@ntlworld.com](mailto:tom.allan@ntlworld.com)