

Leq'á:mel First Nation
Job Description

Recording Secretary: Part Time

Reports To: Band Manager and Administrative Assistant

Duties:

1. Recording Secretary

Tape record:

- Chief and Council
- General membership meetings
- Community Development Committee

Record the motions or decisions on a decision sheet. Minutes will be stored on the tapes.

- Elder's Group
- Education Committee
- The Cultural Society
- Health Committee

Only a record the motions or decisions on a decision sheet are necessary.

2. Agenda and meeting package s are to be distributed 1 week prior to the meeting.
3. Setting up, taking down and store the recording equipment and sound system equipment.
4. Record the decisions directly to the decision sheet as soon as they are passed. Record the mover, seconder and vote.
5. Prior to the close of the meeting, list the suggested agenda items for the next meeting.
6. Distribute minutes to the community members. Mailed or hand delivered according to the urgency.
7. Decision sheets will be the minutes. Taped minutes will be stored in a locking cabinet or facility. A sign out book is to be completed to record any removal and return of tapes. An appointment has to be made to review tapes.
7. Meeting Package to contain:
 - The agenda and any additions
 - The sign in sheet for members present
 - The decision sheet
 - Any BCRs signed

- Reports
 - Any other applicable information.
8. Ensure that refreshments are available for the meeting.
 9. Ensure that the maintenance staff are notified to set up tables and chairs for the meeting. Ensure that they fill the large coffee pot with water.
 10. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
 11. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
 12. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
 13. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
 14. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date