

MIT Recorder

Updated Spring 2020

Purpose of Position:

Provide record of meetings.

Time Commitment:

1. 3-4 hours per month.
2. Attend one General and one Board meeting per month.

Responsibilities:

1. Take and maintain minutes of all MIT General and Board meetings.
2. Distribute meeting minutes to the community via Volunteer Program Manager, and all communication channels.
3. Maintain an up to date record of MIT gmail accounts and corresponding passwords.
4. Creating and distributing election ballots.

Required Knowledge and Skills:

1. Competence in MS Word, Google, Docs, gmail and SurveyMonkey
2. Knowledge about Madrona's communication channels including website, email and social media.

Must pass a background check with ESD