

MIT Recorder

Updated Spring 2022

Purpose of Position:

Provide a written record of meetings.

Time Commitment:

1. Two year term running from September through September.
2. 3-4 hours per month.
3. 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.
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, and Gmail
2. Knowledge about Madrona's communication channels including website, email and social media.

Must pass a background check with ESD