



BOARD OF TRUSTEES

JOB DESCRIPTION

Job Description for:

Position: Board Minute Taker

General Objectives: To conduct an efficient office

1. To provide manaakitanga within the school board.
2. To maintain the school board administration.
3. To maintain and file board related details.
4. To undertake other duties at the Presiding Member's discretion
5. To uphold the Christian Special Character of the school

Responsible to: Board of Trustees

Term of Job Description: Permanent Position

Hours of Employment: 6 hours per Board meeting

Employment Conditions: Individual Employment Agreement or current Support Staff in Schools Collective Agreement

Pay Rate: As per current Support Staff in Schools Collective Agreement
\$22.75 per hour

Monthly Responsibilities:

1. Log all incoming correspondence and distribute to relevant board members. Ensure a complete file of the agendas and reports are created and maintained in the school office (as well as backed up in Board Google Drive).
2. Establish and maintain in a secure location, all board material.
3. Have available in the school administration area, copies of agendas, minutes, and reports for community stakeholders to view.
4. Ensure all reports and agendas are distributed to Board members on the Friday before the next meeting.
5. Ensure draft minutes are sent to the Chair 3 days after the meeting for approval.
6. Ensure approved draft minutes are sent to Board members by 7 days after a board meeting.
7. Ensure attendance board roll is signed.
8. Process Board fee payments at the end of each school term.
9. Complete Board tasks as required.

Board Meetings:

1. Ensure the Chairperson signs all minutes once the board has accepted them.
2. Ensure the Chairperson confirms motions or decisions.
3. Record the correspondence log in the agenda.

After Each Board Meeting:

1. Type minutes.
2. Any recorded copies of Board minutes are to be destroyed after Board minutes are approved.
3. Verify minutes are a true and accurate record of the previous meeting with the Presiding Member.

The job description is the basis for an appraisal carried out each year.

Signed: _____

Glenn Benfell, Presiding Member, Rotorua Seventh-day Adventist School Board of Trustees.

_____ Secretary

_____ Date