

# ORCAS ISLAND HEALTH CARE DISTRICT

## MINUTES RECORDER

### JOB DESCRIPTION

#### REQUIREMENTS:

1. Excellent Spelling and English Grammar
2. Good Typing Skills
3. Comfortable with Using MS Word
4. Timely in Completing Tasks
5. Reliable
6. Integrity

#### RESPONSIBILITIES:

1. Prepare draft minutes of each regular and special Board of Commissioners meeting. All draft minutes shall include:
  - a. The date and location of the meeting
  - b. The time the meeting was called to order and the name of each Commissioner that is present and each Commissioner that is absent, noting whether absent Commissioners have given prior notice of their absence.
  - c. The approval of each resolution (with a copy of the resolution attached) noting the name of the Commissioner proposing adoption of the resolution, the name of the Commissioner seconding and the vote taken, noting the names of Commissioners voting for, against and abstaining if the vote is not unanimous.
  - d. The exact wording of each motion made by a Commissioner, noting the name of the Commissioner making the motion, the name of the Commissioner seconding and the vote taken, noting the names of Commissioners voting for , against and abstaining if the vote is not unanimous.
  - e. Any actions passed by consensus of the Commissioners.
  - f. A brief summary of the substance of each committee report.
  - g. A brief summary of any matters discussed by the Board.
  - h. A brief summary of any presentations made to the Board
  - i. The name and topic addressed by each person using the public comment periods to address the Board.
  - j. The time that the meeting was adjourned.

2. Deliver the draft minutes in electronic format to the Secretary no later than the morning of the third (3rd) day following the meeting date that the minutes relate to (for example, if a meeting was held on Tuesday, the draft minutes should be delivered to the Secretary by Friday morning).
3. Minutes may be prepared from the Minutes Recorder's own notes made at the meeting or from a copy of the audio recording of the meeting made by the Secretary (or acting Secretary if the Secretary was not present at the meeting).
  - a. If the minute recorder elects to use the audio recording to prepare the minutes, it is the minute recorder's responsibility to obtain a copy of the audio recording from the Secretary (or acting Secretary if the Secretary was not present at the meeting) in a timely manner.

## COMPENSATION

1. The Minutes Recorder shall be paid \$20/hour. This compensation is subject to federal and state tax withholding.
2. Compensation shall be paid monthly on the last day of the month based on signed time sheets submitted by the Minutes Recorder