

Meeting Secretary

Position Purpose

Responsibilities include attending evening Board/Committee meetings, generating meeting minutes (which serve as the official record of the meeting), working with the Committee/Board Chairpersons to develop meeting schedules and agendas and ensure meeting agendas are submitted in a timely manner to the Town Clerk consistent with the Massachusetts Open Meeting Law.

Supervision

Supervision Scope:

None.

Supervision Received:

Reports to the Committee or Board Chair Person. Works with the Committee/Board Chair to develop meeting schedules and agendas. Meeting Secretaries are compensated on a per-meeting basis as authorized by the Committee/Board Chair Person.

Supervision Given:

None

Job Environment

Meeting minutes are taken in standard meeting settings. Meetings typically take place in the evenings and last two plus hours.

Distinguishing Characteristics

- Works under the direction of the Committee/Board Chair Person.
- Individual interacts with Board/Committee members, public and Town Clerk to whom completed minutes are submitted for posting.
- Meeting Secretary occasionally may be required to take minutes in Executive Session and must exercise restraint and maintain confidentiality.
- Works with the Committee/Board Chair Person to develop meeting schedules and agendas as well as other administrative duties as assigned by the Committee/Board Chair Person.

Examples of Work

- **POST MEETING AGENDAS** Each meeting agenda will be developed by the Committee/Board Chair Person and Meeting Secretary. The meeting agenda must be

emailed to Town Clerk to be posted more than 48 hours in advance of each meeting (not counting weekends and holidays).

- **ATTEND MEETING** Arrive promptly or with time to spare at the assigned meeting time/place and be prepared with suitable materials/equipment for taking minutes.
- **SUBMIT DRAFT MINUTES** After each meeting, a set of draft minutes should be forwarded to the Committee/Board Chair Person, within two weeks of each meeting. As soon as the draft minutes are submitted, a bill for Meeting Secretary services for that meeting may be submitted to the Administrative Assistant to the Town Administrator along with authorization for payment from the Committee/Board Chairperson for payment.
- **SEND FINISHED MINUTES TO BE UPLOADED TO WEBSITE** If the Committee/Board votes to accept the minutes with specified changes, those changes should be made and the accepted minutes, with changes incorporated and the date they were approved by the Committee/Board added to the bottom, should be emailed to the Administrative Assistant to the Town Administrator to be posted to the Committee/Board's Town webpage.

Recommended Minimum Qualifications

Education, Training and Experience

- High School Graduate with three years administrative support experience. Prior experience in producing meeting minutes preferred.

Special Requirements: None

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge:

- Familiarity with Town government and committee/board structure and procedures
- Strong notetaking/minutes skills
- Capacity to listen, perform in a professional manner and exercise discretion
- Familiarity with relevant laws, rules and regulations

Ability:

- Establish effective working relationships
- Communicate effectively
- Plan, organize and prioritize work

Skills:

- Verbal, written and interpersonal skills
- Word processing, power point presentations and audio/visual displays

Physical Requirements:

- Standing/walking (occasionally)
- Lifts/moves objects weighing up to 10 pounds (occasionally)
- Climb, balance, squat, crawl (occasionally)
- Manipulate objects, tools and controls (regularly)
- Utilize computer and other standard office equipment (regularly)

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential function of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____

Date: _____