

## **Title: Recording Secretary**

### **Purpose:**

The Recording Secretary is responsible for accurately recording and maintaining records of all meetings of the organization.

### **Job Classification:**

Stipend

### **Compensation:**

This position is compensated by stipend, at a rate of \$75.00 per meeting.

### **Reporting and Supervision:**

The Recording Secretary reports to the President of the organization and works closely with the Executive Committee and Speaker.

### **Duties and Responsibilities:**

#### *Essential Duties*

Record the minutes of all Students Representative Council (SRC) meetings, including all General Meetings, Executive Committee meetings, and any committees to which the Secretary is assigned, making sure that all actions are duly noted.

Ensure that all recorded minutes of the organization are backed up and kept on the MSVUSU external drives.

Dispose of old documents only with the approval of the Students' Representative Council.

Ensure that all records such as Minutes of Board meetings are in good order for the next incoming Recording Secretary.

Prepare and deliver meeting agendas prior to each SRC meeting.

#### *Other Duties*

Support meeting coordination and planning as required, and undertake additional duties as assigned.

#### *Key Responsibilities*

Ensure meeting records and the Minute Book are accurate and up to date at all times.

The Recording Secretary is expected to handle sensitive information, and therefore, they must maintain confidentiality at all times.

#### *Governance and Service*

The Recording Secretary plays an important role in the governance and service of the organization by ensuring accurate and complete records of meetings.

### **Required Qualifications:**

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

### *Experience*

Prior experience with Robert's Rules of Order.

### *Knowledge, Skill and Abilities*

Proficient in note-taking with a meticulous attention to detail

Initiative-driven and organized individual capable of multitasking

Ability to sit and type for prolonged periods

Proficiency in using various software and technology tools, such as office 365, and Adobe Acrobat Pro.

Ability to work independently in a virtual environment while managing multiple priorities and meeting deadlines.

Knowledge of other MSVU and MSVUSU services available to students.

### *Behavioural Competencies*

Excellent time management and organizational skills

Ability to effectively handle difficult situations and individuals while working in a fast-paced environment

A dependable and reliable work ethic, including availability for evening and weekend meetings.

Excellent communication and interpersonal skills, with the ability to coordinate and lead groups effectively.

Developed professional skills are required, including being non-judgmental, empathic, objective, and understanding the importance of confidentiality.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Prior experience in recording and preparing meeting minutes.

Experience working in a volunteer or non-profit organization.

Familiarity with MSVUSU or similar student organizations

### **Mental/Physical Effort and Working Conditions:**

The Recording Secretary may be required to attend meetings during the day or in the evenings, and should be able to accommodate the organization's schedule and be available to attend all the meetings.

Meetings may occur in a virtual or in-person environment. In a virtual environment, the Recording Secretary may work from home, while in an in-person environment, the Recording Secretary may work in an office setting.

The Recording Secretary may spend extended periods sitting at a desk or table, typing notes, and recording minutes. Therefore, the Recording Secretary should be able to work with minimal physical effort.

The Recording Secretary may work under pressure and be required to deliver accurate minutes promptly. They should have excellent time management skills to ensure they complete their work within the given deadlines.

The Recording Secretary should be able to communicate effectively with the Students' Representative Council and the Executive Committee members. They should be able to communicate their thoughts and ideas clearly and concisely.