



## 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  
\$25.63 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