



NOTICE OF LIBRARY BOARD RECORDING SECRETARY POSITION AVAILABLE

PART-TIME RECORDING SECRETARY FOR OAKLAND TOWNSHIP LIBRARY BOARD

Position: A part-time position as a Recording Secretary for the Oakland Township Library Board. Candidate must have previous experience with detailed note taking and transcribing minutes of a board meeting. The Oakland Township Library Board meets on Thursdays, once per quarter throughout the year, usually from 7 to 8pm at Oakland Township Hall. Candidate should have reliable transportation and be able to arrive 15 minutes prior to the start of the meeting and stay until meeting is concluded. Meetings may occasionally run past 8pm. Notes from the meeting must be sent to the Library Board President within 5 days of the meeting. On occasion a special meeting in addition to quarterly meetings may be called.

2024/2025 Regular Meeting Dates: May 16th, 2024, August 22nd, 2024, November 14th, 2024, January 16th, 2025

Responsibilities:

- Attend all regularly scheduled meetings (4/year, usually 7-8pm) and occasional special meetings
- Take accurate notes on discussions
- Record all motions in minutes
- Prepare a draft of minutes and email to Library Board President within 5 days of meeting
- After review by the Library Board President and Board, make any corrections or suggested additions and present a final copy of the approved minutes to be signed by the Library Board Secretary by the next meeting.
- Present the signed copy of the final minutes to The Oakland Township Clerk's office and request a PDF copy of the final meeting minutes be sent to the Library Board Secretary and the director of the Rochester Hills Public Library.

Qualifications:

- Minimum of two years in administrative support experience including note taking and use of a computer to prepare documents
- Familiar with and access to word processing software, email and internet
- Excellent listening, note taking and writing skills
- Punctual- Arrive to Oakland Township Hall 15 minutes prior to the start of the meeting
- Well organized and timely- Meeting minute draft prepared and sent to Library Board President within 5 days of meeting

Compensation:

- Flat rate \$80/meeting, 7-8pm. An additional \$20 per/15 minute increments, or portions thereof, for time past 8pm. Special meetings will be compensated similarly. Compensation covers meeting attendance and offsite preparation of minutes per the responsibilities described above.

SEND LETTER OF INTEREST ALONG WITH RESUME TO: Michael Tyler, Oakland Township Library Board President, mptyler340@gmail.com.