



Job Opportunity: Council Clerk

Job Title: RRRA Council Clerk

Location: RRRA Council Meetings

Term: September 12th 2017 to April 31, 2018

Reports to: Vice President Administration

Position Description:

The Council Clerk is responsible for attending all council meetings in order to record and reflect the dialogue, discussion, and decisions within RRRA Council meetings in compliance with the procedures and by-laws as specified in the Constitution and Robert's Rules of Order during Council throughout the year.

Responsibilities:

- a) Attend and take minutes at all council meetings
- b) Keep accurate, detailed, and thorough record of council minutes
- c) Condense minutes
- d) Distribute the minutes to all RRRA Council Members no later than five (5) business days following the meeting.

Compensation:

\$200.00 salary annum

If you are interested in applying for this position, please send your resume and a short cover letter to the following Executive member by Sunday, September 10th, 2017 at 11:59 p.m.:

Jacob Howell, Vice President Administration hiringboard@rrra.ca