



CALL FOR MINUTE TAKERS 2022-2024 Council Term

DESCRIPTION OF SERVICE

- Attend orientation session on minute taking
- Attend governance training if available
- Minute taking for committees – record meeting number, date, location, attendees present/absent/left/late, motion numbers, motions
- Type up minutes in proper format, see memo for new info
- Submit minutes in pdf format in proper filing style
- Submit invoice
- End of term, submit all minutes on USB

LOCATION OF SERVICE

- Wikwemikong – IN PERSON/ZOOM

RENUMERATION

- Paid upon completion and submission of proper minutes/invoice/AP cheque run policy
- Contract ends August 16, 2024

Please submit letter of application to marilynjacko@wiikwemkoong.ca or in person to Marilyn Jacko, EAA to Chief and Council, P.O. Box 112, 19A Complex Drive, Wikwemikong, Ontario P0P 2J0