

# **BERKELEY FELLOWSHIP OF UNITARIAN UNIVERSALISTS**

## **RECORDING SECRETARY**

The Board of Trustees has a part-time position open for a Recording Secretary.

BFUU is an open and dynamic Unitarian Universalist congregation that plays an important role as a progressive activist spiritual community in the heart of Berkeley.

The BFUU Board of Trustees meets once a month on the 4<sup>th</sup> Thursday. (November and December meetings are moved if in conflict with holidays.) Occasional Special Board Meetings may take place and would be included in Recording Secretary duties.

### **Job duties each month include:**

- 1) Finalize the Board Agenda one week before the meeting.
  - a) Save a copy of the final Agenda and send email with link to Board list.
- 2) Attend Board meeting, fourth Thursday of each month.
- 3) Record minutes
- 4) Send 1<sup>st</sup> draft minutes to Board members (list) within 24 hours
  - a) If corrections are suggested, confirm with Board members and incorporate
  - b) Send final draft to Board list
- 5) Clear shared Agenda and prep it for the next meeting

### **Compensation:**

\$17.00 an hour; 5 to 10 hours per month.

BFUU is an Equal Opportunity/Affirmative Action Employer.

Applications are now being accepted. Please send your resume to:

Mike Gardner

C/o Berkeley Fellowship of Unitarian Universalists

1606 Bonita Ave.

Berkeley, CA 94709