**Reports to:** Chief of Staff

**Supports:** Board of Trustee, Secretary and Board Committees

**General Responsibilities:**

Creates and/or collects and retains documents ( including but not limited to minutes, narratives, charts, exhibits, and graphs) used at all public and executive sessions of the Board of Trustees and its sub-committees.

**Specific Responsibilities:**

1. Assures that all meeting notices, agendas & minutes are duly given in accordance with the provisions of the School District by-laws and Massachusetts Open Meeting Law.
2. Assures an impartial record of the meetings is appropriately documented by writing meeting minutes and posting them to the school website when appropriate for the Board of Trustees and its Sub-Committess
3. Presents draft minutes of board meetings to the Board for their review and approval.
4. Finalizes Board copies of minutes for release once so approved by the Board of Trustees or its sub-committees.

**Qualifications:**

* Able and willing to work late afternoon and evening hours
* Comfortable with Zoom and MS teams
* Able and willing to learn new software packages. Example BoardonTrack®
* Willing to train annually on Massachusettes Open Meeting law
* Possessing the capacity to pay attention to detail, but
* Able and willing to be accessible, approachable, constructive, and fair-minded toward community members and their interests.
* Perceived as an objective representative of the interests of students, families, teachers/staff, and the broader school community.
* Must be detail oriented and meticulous with scheduling responsibilities