

## **Recording Secretary**

Position open for Lake Thunderbird Association Board of Directors Recording Secretary.

Must be available to attend all Association Board of Directors Monthly Meetings and Special Meetings. Applicant should have basic grammar, spelling and common punctuation aptitude.

The ability to use digital audio recording equipment and make notes is essential to summarize and compose meeting minutes using Microsoft Word. Completed minutes are sent to the Members of the Board of Directors, the Lake Manager and the Chair Tree.

Knowledge of Robert's Rules of Order or willingness to become familiar with them is necessary.