



# TOWN OF DALTON

Town Hall  
462 Main Street  
Dalton, MA 01 226-1601

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## Recording Secretary:

Job Description: Record and transcribe minutes for various Boards, Committees or Commissions of the Town of Dalton, including, but not limited to, Traffic Commission, Finance Committee, Conservation Commission, Stormwater Management, Green Dalton Committee etc,

## Guidelines:

1. Report to the Town Clerk's office to be sworn in,
2. Contact Judy Wagner, Administrative Assistant to be advised about — tape recorder, copier, and Committee assignments.
3. Contact the assigned Committee Chairman to arrange to meet with him/her a few minutes before the scheduled meeting.
4. The Committee Chairman will post the meeting time and place, provide the agenda and will post the agenda 48 hours before the meeting.
5. At the meeting be prepared to tape the session, record notes and ask for a copy of the last minutes to verify format. Use the data obtained to facilitate transcription of the minutes.
6. Submit the draft minutes to the Committee Chairman, also to Judy Wagner, Administrative Assistant, with your time sheet.
7. Check with the Committee Chairman about posting the minutes on My Town Government site and filing of the approved minutes with the Town Clerk.
8. Retain the recording and notes of the meeting until the minutes are approved.
9. Maintain a file copy of the Committee minutes for reference.
10. You can contact the Committee Chairman and/or Administrative Assistant by phone or e-mail.

11. If you are unable to attend a meeting notify the Committee Chairman and the Administrative Assistant to arrange coverage.

5-18-16