

The Position:

- As Scribe, you take the minutes from the KSU council meetings
 - As I understand them, the minutes should be a recording of what happened during the meeting and for the KSU that involves not only what was done, but what was said.
 - The template for the minutes does not change so it is a matter of filling in the information in the spaces provided
 - Knowing how meetings are run and knowing a bit of the procedure is helpful to write the minutes
- You need to attend all meetings
- Communication with the chair is helpful

Feedback:

- Some training or more communication on what the position involves would be helpful as when I accepted the position, although this is also my fault because I didn't ask questions, I wasn't really sure what I was getting myself into
- A meeting with the chair to go over briefly how the KSU runs their meetings before having to write the minutes for a meeting would be helpful and learning a bit about Robert's Rules beforehand
- A better change-over from the previous scribe to the new scribe would be helpful. Although Charlotte was super helpful after my first meeting, I had no idea what to expect or how to write the minutes when I went into my first meeting and so have really just been copying the minutes I was given of the meeting before I started taking the minutes and trying to mimic that.