

## **Scribe (Fall 2026 and Winter 2027 Semester)**

**Scribe Description:** Do you take organised notes? Are you interested in documenting the KSU's meetings? Apply to be the next Scribe!

Responsibilities of the Scribe include:

- Attending and recording minutes for all meetings of the KSU's council, generally scheduled for every other Sunday
- Attending and recording minutes for General Meetings and Watch Board of Publishers meetings, which each happen once per semester
- Editing the minutes for clarity and accuracy
- Submitting the edited minutes to the Communications Vice-President by no later than 7 days prior to the following council meeting

The Scribe will officially start **May 27th** and attend and take minutes for two meetings of the union virtually over the summer, but the majority of their duties will be during the Fall and Winter terms. The Scribe will be paid an honorarium of \$1200 (\$600 each semester) upon the completion of their duties