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## Council Recorder

The Recorder shall assist the Council Chair with the production of all Council meeting minutes. The Recorder may assist the Council Chair with verifying the credentials of Council Representatives and ensure that Credential Forms are available to RDSAs

### Responsibilities

- The Recorder shall assist the Council Chair with the production of all Council meeting minutes.
- The Recorder may assist the Council Chair with verifying the credentials of Council Representatives and ensure that Credential Forms are available to RDSAs.
- The Council Chair may request the assistance of the Recorder for other duties.

### Qualifications

- The Recorder shall be a GPSA member who is not simultaneously serving as a Council Representative.
- The Recorder may not serve in another paid position within GPSA, with the exception of a Grants Application Reader.

### Payment

- The amount of payment shall be determined through the annual budget process.