**Recording Secretary Job Duties**

**Bremen Planning Board**

The Bremen Planning Board meets the 2nd Tuesday of each month at 7:00 p.m.

Duties include:

 1. Meeting attendance - Attend all meetings of the Board, arriving at least 15

 minutes prior to the start of the meeting to set up the assigned room. A

 digital recorder will be provided for use at meetings in order to aid the

 recording secretary in drafting the minutes. Prepare permits issued during

 the meeting listing any conditions of approval, to be signed by the Board

 members at the end of the meeting.

 2. Recording and drafting of minutes - Prepare the meeting minutes and

 e-mail them to the Planning Board Chairman for review. Home computer

 and word processing software is necessary.

 3. Final minutes - Ensure that the minutes are approved and signed by the

 Board at the meeting or, if necessary, note and make corrections for

 approval at the next meeting. The signed copy of the final approved

 minutes is given to the Town Clerk for storage in the Planning Board

 Minutes binder.