Guidelines for Moderators and Recorders

Scheduled moderator conducts meeting.

Recorder takes notes and follows through with business items that pertain to the next meeting. (See below)

The day after the meeting, the recorder/moderator sends a notice on the public listserve/email group announcing the time, date, and location of the next SKNBC meeting.

Contacts and schedules speakers or requested attendees, unless this responsibility has been specifically assigned to another representative.

Coordinates details and arrangements regarding any needed equipment, unless this responsibility has been specifically assigned to another representative.

Prepares the minutes and submits them to the private listserve/email group ***with a deadline for feedback.***

Prepares and submits to the private listserve/ email group a proposed agenda for the next meeting ***with a deadline for additions.***

Uses feedback to make changes and/or additions to the minutes and agenda.

At least two days prior to meeting, posts the minutes (**excluding** any Closed Executive meeting minutes) and agenda to the public listserve/ email group along with a reminder that includes the time, date, and location of the next SKNBC meeting.

Responsible for posting approved meeting minutes to our Yahoo Group or tasking another representative with that responsibility.

Responsible for seeing that a copy of the approved minutes is given to the 'Keeper of the Black Box.'

If you are unable to fulfill the slot you are scheduled for, you must arrange to trade months with someone else on the roster and the group must be notified of this exchange.

In the event of an emergency absence, the moderator / recorder will be drawn from the emergency pool. [Consists of those who have volunteered or missed a rotation in the past and will fill in as moderator / recorder on an emergency basis.] The person absent, then joins this pool.