

## MINUTE TAKERS WANTED FOR ACCR COMMITTEE:

Compensation is \$60 for each meeting for which corrected minutes are complete and ready for posting to the website. Most committees meet for 90 minutes once per month. Extra meetings are sometimes called. Compensation is given to nonworking individuals.

- Must be a **current or former recipient of behavioral health services or a family** member of one who has.
- **Must have access to a computer and be able to type** (no handwritten notes are accepted)
- Be comfortable with Microsoft Word and be **able to use the ACCR template** for minutes
- Able to **send and receive attachments** in email.
- Able to **meet deadlines on a monthly basis**. Minutes are to be turned in to committee co-chairs **10 days after committee meeting**. Minutes are posted to the website and sent to committee members one week prior to the next meeting.
- Minute taker must be **punctual** and willing to make a commitment to attend meetings.
- Minute takers must be able to take notes during meetings to communicate decisions made, agenda topics discussed, assignments given to various committee members, ask questions to help to keep the committee on topic.
- Minute takers are not members of the committee as much as they are administrative support. Minute takers must be able to refrain from joining committee discussion when appropriate in order to be able to **take clear notes on what others say**. Focus must be on what others say not on what the minute taker wants to say.

The minute taker position is an excellent chance to polish one's community involvement and work skills. Taking minutes improves existing skills and builds on others. Being willing to learn a new skill and complete a job well done always improves one's reputation for hard work and gains one respect. Many consumers have reported that accepting the responsibilities that go with a minute taker position has led to enhancing their BH recovery. Many people have also gone on to receive employment in the community. Committees also welcome back up minute takers for times when the primary minute taker cannot attend.

Interested individuals contact

Committee co chairs [http://www.coalitionforrecovery.org/contact\\_us.html](http://www.coalitionforrecovery.org/contact_us.html)

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