

# REFUGE RECOVERY

## A Buddhist Path to Recovering from Addiction

### MINUTES RECORDER

The Minutes Recorder for group business meetings is an important role, helping to maintain an orderly and accurate account of the group's decisions, democratic voice, and operations. The position has a term of six months, subject to election to one possible consecutive term afterward.

The duties for this position are:

- Take notes at RR group business meetings and prepare the official written record (the “minutes”) of the decisions and elections at the meetings.
- Use an electronic format (such as Google Docs) for the minutes at an online meeting, or a hard copy format for in-person meetings.
- Present the prior business meeting minutes for approval at the beginning of each business meeting.
- Train the new Minutes Recorder when leaving the position.