



Job Description: Minute Taker

Job Title: Minute Taker

Reports To: General Manager

Hours: 12 hrs/month

Wage: \$22.00/hr

Start Date: August 25th, 2025

End Date: August 31st, 2026 (With potential for contract renewal based on performance evaluations)

Primary Purpose

The minute taker is responsible for taking minutes at GSA Council, Board and Staff meetings. The minute taker may contribute to other summary reports from the Council, including summaries of minutes. This role ensures that we have accurately recorded the events and discussions that occur during important meetings at the GSA.

Core Responsibilities

- The minute taker will ensure that minutes accurately reflect the decisions and discussion that took place during meetings and that minutes are completed in a timely manner
- The minute taker must attend all meetings when required and will liaise with representatives (including but not limited to GSA corporate secretary and Speaker of Council) to ensure a draft of meeting minutes are provided to the respective representative within one week of each meeting.
- The minute taker will maintain confidentiality of all items discussed in meetings (nondisclosure agreement will be required).



**GRADUATE
STUDENT
ASSOCIATION**
UNIVERSITY OF WATERLOO

DIVERSITY AND EQUITY:

The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.