



REQUEST FOR PROPOSALS

MINUTE RECORDER

Ta'an Kwäch'än Council requires a Minute Recorder for Council meetings, the Elders Council meetings and other meetings as may occur from time to time. Council meets at least twice a month in the evenings usually from 5:00 to 8:30 p.m.; Elders Council meets at least once a month usually for the entire day from 9:30 – 4:00 p.m.

The ideal contractor will possess excellent written communication skills, must be flexible, extremely well organized and have experience working in a cross-cultural environment.

If interested, please submit a proposal including previous minute recording experience, a sample of your minute-taking style and expected fee.

As per policy, preference will be given to those of Aboriginal Ancestry who self- declare in the cover letter.

SUBMIT PROPOSALS before 4:30 PM, July 29, 2019, by e-mail to:

ClerkofCouncil@taan.ca