

The Responsibility of the JSC Recorder

The Recorder of the JSC has many responsibilities. Among them are:

1. Attend the JSC meetings, recording the minutes, preparing a computer file copy of the minutes and distributing it to JSC members and other individuals on the JSC distribution list.
2. Being an active participant in the JSC meetings and having a voice in the decision making.
3. Is willing, able and available to address special projects at the direction of the JSC Chair.