

Board of Directors' Minutes Recorder

Web Industries, Inc. (www.webindustries.com), a 100% employee-owned company, based in Marlborough, MA with 7 manufacturing plants in the U.S. and Europe is seeking a recorder to listen, summarize and record the key points of discussion from board of directors' meetings held up to 6 times annually in the New England area

The successful candidate will be skilled at attentive listening, have the ability to summarize conversational content in a high-level outline format, capable of capturing the main points of the conversation along with board actions, votes, and decisions while having the ability to distinguish the key points (not the conversational details), and prepare the minutes within one week of these meetings using Microsoft Word.

We seek candidates who have had similar professional level work experiences supporting either a board of directors / trustees or senior corporate executive teams, a willingness to work as an independent contractor (not on payroll) on a quarterly basis for up to 6 hours per meeting, able to travel to New England locations or support teleconferencing sessions when meetings are held out of town.

Qualified and interested candidates seeking to support a strong values-based company should submit their credentials in confidence to awensky@webindustries.com. It is strongly suggested that interested candidates should also include a cover letter articulating the reasons for only seeking this type of work arrangement. All responses will be acknowledged