

RECORDING SECRETARY

JOB DESCRIPTION

1. Request all Board Members, Project Chairs and Fundraising Chairs to submit any report in writing to the Recording Secretary and copy to President, prior to or during each monthly meeting.
2. Keep accurate record (minutes) of all meetings of the Executive Committee, Board of Directors, and general membership.
3. Provide sign in sheet for attendees at each board meeting to establish a quorum; advise President of quorum for voting purposes.
4. Submit all meeting records for approval at the appropriate meeting. Place copies of prior month's minutes on each table at luncheon meeting for approval.
5. File all records and society documents: following the April meetings, send copy, via e-mail of all Executive Committee and Board meeting minutes to Treasurer for auditors and also to Historian for archival filing.
6. Attend all meetings of the Executive Committee, Board of Directors and general membership for the purpose of recording of minutes, participating in discussion and voting.
7. In the event of your absence at an Executive meeting, request another officer to record minutes. Appoint a substitute to record minutes in the event of your absence at a Board or luncheon meeting and to vote on any issue.
8. This office is for a term of one (1) year. The officer may agree, if asked, to continue for a second and third term.

2015 Revision

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