

## RECORDING SECRETARY

### Duties

1. Record minutes at every Board of Directors Meeting
2. Record minutes at every General Member Meeting
3. Record minutes of an special meetings called
4. File the minutes and reports in the Recording Secretary's binder – with separate binders for the Board and General meeting minutes
5. Take attendance of Board members at Board meetings confirming if there is a quorum
6. Get attendance information at the General Meetings from the Arrangements Chairman to determine if there is a quorum
7. Accept motions submitted on motion forms
  - Record motions in the motion book
  - File motions with the minutes
  - Provide copies to the President
8. Mail copies of the minutes of the Board Meeting to the Board members before each meeting
9. Keep a record of expenses
10. Keep a copy of the Bylaws, special rules of order, and the standing rules with any amendments properly recorded, and give a copy to the President
11. Attach a copy of all contracts to the minutes and retain two extra copies for the files
12. If absent from the Board Meeting, it is your responsibility to have someone take minutes
13. The President appoints a reading committee during each meeting, you may email them to the committee or mail them
14. A copy of the General Meeting Minutes is placed on each of the tables at the General Meeting for members to see

### Skill Set

Typing/computer skills

Email knowledge is helpful

Good writing skills

Ability to write brief but thorough minutes