

March, 2023 by Margot Diltz

RECORDING SECRETARY

Job Description:

- Write accurate minutes and keep attendance for all Board meetings.

Responsibilities:

- Attend all Board meetings and take notes.
- Serve as voting member of the Board.
- Maintain email list of Board members.
- Record minutes and attendance of the Board meetings.
Include the exact wording of all motions voted on at Board and General meetings.
- Write up the minutes and distribute them to all Board members via email
- Revise minutes as needed based on feedback from the Board
- Retain all minutes in an official binder.
- Record other documents for retention as needed
- Support and assist the President with official correspondence and filing official forms.

Deadlines:

- Distribute minutes and revised minutes before the next Board meeting.
- End of Year report.