Recording Secretary Job Description

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| Primary Responsibilities | Calendar of Activities | Activity Detail |
| Attends all Board meetings. | Board meetings are held at least six times a year usually on alternating months and starting in January.    | Send notification of upcoming Board meetings to the Board and Committee members.  Take notes at Board meetings to be transcribed into the minutes of the meetings for publication.  Also provide minutes to the Webmaster ~~mistress~~ for posting to website. Take attendance at the Board meetings to be recorded in the minutes and maintain tenure report. |
| Attends all official membership meetings. | Official Membership meetings are held during the day on alternating months six times a year starting in January. | Take notes at official membership meetings to be transcribed into minutes. Provide approved minutes for publication to members. Provide approved minutes to the Webmaster ~~mistress~~ for posting to website.  |
| Maintain records of minutes. | Following all Board and membership meetings. | Keep a notebook containing the minutes of Board and official membership meetings for the current year.  At the end of the year the minutes are to be transferred to a USB drive and printed copies filed and kept for five years. |
| Maintain tenure record of officers. | Ongoing | Keeps a record of officers’ names and office held for the year and attendance at Board meetings. |
| Maintain up to date email addresses of Board members and Committee Members. | Ongoing. | Provide communication link between the President and Board and Committee members upon the request of the President. |
| Submits year-end report to President | December | Report accomplishments, suggestions, estimate of time spent and provide a budget request for the following year. |