

POSITION DESCRIPTION: Recording Secretary

Skills: Attention to detail, organized, good written communication skills. Ability to record and maintain meeting minutes.

Frequently used software/systems/apps: Microsoft Word or other word-processing software, DAR e-Membership, Lake Minnetonka members' website, MNSSDAR members' website

DAR Resources:

"How Minutes Should Be Written"

<https://www.dar.org/members/executive-offices-nbm/recording-secretary-general>

DUTIES per Bylaws:

The Recording Secretary shall:

- a. record the proceedings of the meetings of the chapter and executive board;
- b. be custodian of all records not otherwise provided for.

DUTIES per Standing Rules:

The Recording Secretary shall:

- a. record the proceedings of the meetings of the chapter and the executive board;
- b. promptly disseminate/email the minutes of the meeting to board for review and comment;
- c. incorporate corrections and prepare final chapter meeting minutes for distribution to members;
- d. be the custodian of the minutes, keeping copies in both printed and electronic formats;
- e. keep a roll of chapter meeting and board meeting attendance;
- f. post meeting agendas and minutes on the members' website.

Most Frequent Contacts: Chapter Regent and Vice Regent

Timing of Work: Four chapter meetings (generally held the last Saturdays of April, September, October and first Saturday of December); at least four board meetings per year (generally held 4-6 weeks prior to chapter meeting)