

Recording Secretary

Manual of Procedures

General Duties:

1. The Recording Secretary shall take minutes at each general and board meeting
 - a. There are typically one general meeting and two board meetings per year.
2. The Recording Secretary must read the previous meeting's minutes at each meeting.
3. The Recording Secretary shall keep copies of all minutes in the Secretary's binder.
4. Binders should be kept in organized condition, to be passed on to subsequent Secretaries.
5. A digital typed copy of the minutes of each General Meeting should be sent to the District President and also to the High Notes chairperson within one week of the meeting.
 - a. Board meeting minutes are only sent to District President, and are not published in the High Notes.
6. If Recording Secretary is unable to attend a meeting, a substitute member should be procured in advance. This member should read last meeting's minutes, take minutes at the meeting, type and send them to Recording Secretary within one week of meeting.

Guidelines on how to take minutes:

1. Include names of all present. Identify as Members or Guests.
2. Record date and location of meeting, and specify whether it is a general meeting or a board meeting. Record what time meeting was called to order, what time it adjourned, and by whom.
3. Format the minutes in the order of the agenda.
4. Identify who gave each report.
5. If a motion is made, record the exact motion, who so moved, who seconded, and if it passed or not. If the motion is amended before being passed, only include the final motion in your records.
6. Discussion leading up to a decision does not need to be included. Record only the final outcome of the decision. You may say something like, "after discussion by the members in attendance, it was decided.....".
7. Include your name at the end (submitted by....).