

Recording Secretary Job Description and Information

According to the CCGMS Constitution and By-laws, the job of the recording secretary is defined as:

The Recording Secretary shall have custody of the society By-Laws and Constitution, the Society Seal and other records and documents of the Society. He/she shall also keep records of the regular society meetings, the Executive Board and the Board of Trustee meetings. A copy of the Secretary's report of the previous meeting shall be furnished to the President prior to the next regular meeting.

How and When to Take Notes: You will need a notepad to take notes throughout the general meetings on the second Tuesday of each month. There are at least 3 board meetings a year with those dates determined by the president which require notes being taken also. If the Board of Trustees meet, minutes will need to be taken in that meeting too. During those meetings when motions are being made, it is important to write the motion verbatim. Read it back aloud to ensure that it is the way the board wants it presented to the General Assembly. All minutes should report the facts of the meeting. The language in the minutes should be positive, for example "a lively discussion" instead of "a heated argument," to keep a positive light on our club.

After the General Meetings: Type and save the minutes on a computer as soon as possible. Email a copy to the president to receive feedback. This is his copy as stated in the by-laws above unless any changes or additions are necessary in which case a final copy should be emailed to the president. The minutes of the general assembly must be emailed (right now that means by the 17th of each month) as soon as approved by the president to the newsletter editor so they can be included in the newsletter. A printed copy is needed for your binder.

After Board Meetings: Minutes are typed up, and then they should be sent by email to the other board members. Feedback often results with the addition or deletion of certain words which is much easier to correct if saved. A copy of the final board meeting minutes should be sent to the president long before the next general assembly so any motions or information can be added to the president's agenda. A printed copy is necessary for your binder. The board meeting minutes are read aloud to the general assembly. Be prepared to do that. All minutes should report the facts of the meeting. Board meeting minutes are not reported in the newsletter.

Secretary's Binder: A binder with the Constitution and By-laws, past minutes and treasurer's reports, as well as a thumb drive with past minutes that can be used as templates for upcoming meetings will be provided to the incoming recording secretary. This binder should be brought to all general and all board meetings because many times questions arise that can easily be answered after consulting the by-laws or past minutes. A copy of the Treasurer's report will be

given to you and the president at each general assembly meeting. This should be hole-punched and included in the binder when that meeting's minutes are typed and printed.