

# **GFWC Rotonda West Woman's Club**

## **Recording Secretary**

### **JOB DESCRIPTION**

#### General Description:

The Recording Secretary keeps the minutes of all regular, special, and executive board meetings in accordance with the Club Bylaws and Standing rules. The Secretary notes and corrects meeting minutes, maintains records such as a list of members, committee lists, reports, Bylaws, and the Chatter. The Secretary reads recommendations of the Board to the General membership and keeps a record of Executive Board attendance.

#### Duties:

1. Keep accurate records of all business meetings of the organization and the Board. This record is called the Minutes. The minutes should be a record of what was actually done, not what was said.
2. Send the President a copy of the minutes as soon as possible after each meeting.
3. Call the roll when required.
4. Make the minutes available for examination by the members upon request.
5. Notify officers, committee members and delegates of their election or appointments, if requested by the President.
6. Maintain the official copy of the Bylaws and Standing Rules of the organization.
7. If requested, work with the President to prepare the agenda for each meeting of the Club and the Board.
8. Take to each meeting:
  - a. Minute book
  - b. Official copy of Bylaws
  - c. Official copy of Standing Rules
  - d. A list of members
  - e. A list of CSPs and committees
  - f. Copies of the agenda
  - g. Ballots
  - h. Other supplies that may be needed
9. **Handles correspondence** and sends out notices to meetings if there is not another officer or chairman assigned these duties.
10. Transfers all materials pertaining to the office to the newly elected secretary.

Detailed instructions as to the taking and recording of the minutes can be found in the GFWC Florida Recording Secretary Handbook. The handbook will be shared with the incoming secretary.