

Recording Secretary

9/2021

The Recording Secretary shall keep all records of all meetings of the Club, Executive Board, Executive Committee and General Meetings.

Responsibilities:

The Recording Secretary:

1. Will take minutes for all required meetings.
2. Send a copy of the minutes to the president for any corrections needed.
3. Send updated minutes to the president who will send them out to the membership.
4. The president and the recording secretary will keep a printed copy of the minutes for the archives.