

BPC RECORDING SECRETARY JOB DESCRIPTION

As an elected officer, the Recording Secretary is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.

CHARACTERISTIC:

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC

TIME COMMITMENT:

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

TYPICAL MONTHLY TASKS:

- Keep an accurate, concise, permanent record of the proceedings of all Council meetings, as well as meetings of the Executive Committee
- Refer to the *How to Take Meeting Minutes* document for a checklist of what must be included.
- Reference the minutes of any previous meeting, when called upon to do so
- Forward completed draft of the minutes and supporting materials for each monthly meeting to the Executive Board within one week of meeting to be approved for distribution to the BPC members
- Prepare a list of unfinished business items for the president and assist with preparation of the agenda, if requested.
- Maintain custody of the official records of the Council, except those of the Treasurer, and bring those to each meeting (bylaws, list of members, any other official documents and records)
- Work with the BPC membership chairperson in order to maintain the membership list
- Maintain a procedure book for the Recording Secretary position

TYPICAL ANNUAL TASKS:

- Include additional detail in May meeting minutes outlining new and outgoing Executive Board members for banking and annual report purposes.
- Prepare a file for the past year to include the full year of agendas, meeting minutes and supporting materials to be filed in the BPC file cabinet housed in the school office.

TRANSITION and RESOURCES:

- Incoming Recording Secretary takes office immediately following the May meeting
- Outgoing Recording Secretary works with Incoming Recording Secretary to transition through the month of June.
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Recording Secretary topics
- Past files and examples including historical meeting agendas and minutes
- Computer files and email addresses
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected.

I have reviewed the above job description with the incoming Recording Secretary.

Outgoing Recording Secretary Signature

Date

I have received and understand the above job description for Recording Secretary and will execute to the best of my ability.

Incoming Recording Secretary Signature

Date