



Gulf Coast Garden Club Position Description Form

Position Name

RECORDING SECRETARY

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Committee Name: _____

Position Overview:

The Recording Secretary is an officer and member of the Board of Directors, who is elected to a two-year term. This Secretary is responsible for keeping minutes of the general meetings and board of directors' meetings. The Secretary shall make available by request a copy of the minutes in current and two previous years; a list of club officers and chairs; a list of current members; and the Bylaws and Standing Rules

Skills/Abilities/Other Requirements:

The Recording Secretary needs the ability to take accurate notes during meetings. S/he needs good writing skills and an ability to work closely with the President to ensure that the minutes reflect the intent of the Board of Directors.

The position requires computer skills (word processing) and familiarity with the internet in order to transmit drafts to the President and other officers.

Knowledge of the club's Bylaws and the structure of the Board of Directors is helpful.

Essential Position Functions:

- * Attend and record minutes at Board of Directors and general meetings.
- * Send (email) minutes to the President, 1st, 2nd and 3rd VPs, Treasurer, Corresponding Secretary, past President and Advisors.
- * After the President has approved minutes, send to the entire Board of Directors. General Meeting minutes are sent to all club members in a Blossoms Bulletin.
- * Maintain Secretary Notebook with copies of pertinent minutes: General Membership meeting agenda and minutes; Board of Directors' meeting minutes, consisting of elected officers, appointed officers, appointed chairs of standing and special committees and the immediate past President.
- * Optional/Maintain copies of meeting handouts, fliers for events, etc
- * Notebook should also contain, and be available at all meetings, list of officers and chairs, list of current members and copy of Bylaws.

Print Form

Rev. 12/15

"TO DO LIST" - RECORDING SECRETARY

MONTH

ACTION NECESSARY

OCT - May

Attend Board of Directors Meetings on the first Monday of the month, when they are held. Currently (2016-17) meetings are held October, December, February, April, and May. Take minutes, email draft to BOD for review and input, upon President approval, email copy to BOD and maintain copy in Secretary Notebook.

Second Monday of the month, attend first General Meeting. Take minutes, email draft to BOD for review and input, upon President approval, email copy to 3rd VP for distribution to membership in Blossoms Bulletin and maintain copy Secretary Notebook.

FEB

Additional action for this month:
Review Recording Secretary expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to Treasurer by mid month.

APRIL

Additional action for this month
Receive copy of the final approved budget for the next fiscal year from the Treasurer.
Ensure a process is in place for monitoring expenses for the Recording Secretary during the next fiscal year.

In election year (odd years) provide newly elected Recording Secretary with training, all pertinent information for assuming role as of the end of the April general meeting.

Ensure newly elected Recording Secretary receives copy of Position Description, To Do List and Secretary Notebook. Ensure newly elected Recording Secretary receives support/guidance in his/her role for the next season.

JUNE-SEPT.

Attend Summer Meetings if possible.
Not required to take minutes of these meetings.