

RECORDING SECRETARY

I. STATEMENT:

The Recording Secretary keeps a record of the actions taken by the organization and the programs presented. She/He is an elected officer and is a member of the Executive Board, the Executive Committee, Bylaws and Handbook Committee.

II. DUTIES:

- A. To be familiar with the WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing Rules.
- B. To attend all meetings of the Council, the Executive Board.
- C. To record the minutes of the Executive Board, the Executive Committee, and the General Membership meeting.
- D. To assist the Historian and act as a member of the Handbook and Bylaws Committee.
- E. To receive biennial reports three (3) copies from all officers, appointed officers, chairs, etc, as described in the bylaws, and distribute copies to the president, Historian and one to be kept in the recording secretary file.
- F. To deliver the file of materials that are relating to this office including the minute book, the binder containing the biennial reports, The Executive Handbook to the Policy Chair.

III. PROCEDURES:

- A. Take notes during the Executive Board, the Executive Committee, and the General Membership Meetings. Use a recording device as a reference to check facts, notes, dates, etc. .
- B. Take notes of each meeting and outline according to the agenda.
- C. Take the roll of the Board of Directors and the Executive Committee meetings.
- D. File all meeting agendas for future reference.
- E. Check with the President as to the style and content of the minutes and consult with any other appropriate person, if there are any questions.
- F. Be prepared to help count and compute voting action in the General Membership meeting.
- G. File printed copies of treasurer's and auditor's reports with the minutes.
- H. Record the business action of any special meeting, such as the Bylaws Committee.
- I. Record the minutes of the Board of Directors Meeting
 - 1. List of the time, date, place, conducting officer, members attending, and members excused, and members absent.
 - 2. Make a record of all business transacted.
 - a. Motions, by whom, whether carried or lost.
 - b. Discussions that might have an effect on future business.

- c. Committee reports.
 - d. Important handouts, such as the budget plans for the general and committee meetings.
 - e. Appointments.
 - f. Assignments.
3. Make a note of the unfinished business and send to president.
 4. Make copies to be passed out to the Board of Directors, including an extra copy for the President, Secretary's book and the Historian.
- J. Record the minutes for the General Membership meeting.
1. Record the minutes of the General Membership Meeting that preceded the program.
 2. Keep minutes brief in case they have to be read before the General Membership.
 3. Occasionally, the Recording Secretary may be responsible for the minutes of the General Membership program; these should be recorded in the manner prescribed by the bulletin editor, recording names of participants, and their titles and a summary of their speeches.

IV. BIENNIAL REPORT:

A report of the work of the Recording Secretary to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook, the remaining three (3) to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect; first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013
Adopted March 19, 2014