

STATE RECORDING SECRETARY JOB DESCRIPTION

The Recording Secretary shall keep the minutes of the State Executive Board and State Council meetings. The Recording Secretary shall send a copy of the minutes to each Executive Board member of the State Executive Board and shall send a copy of the minutes of each Council meeting to all members of the State Council for a term of 2 years or to complete an unexpired term.

DUTIES:

1. Shall attend State Executive Board Meetings, State Council Meetings, and other meetings as requested by the State President.
2. Shall prepare and present reports for State Board Meetings and an Annual Report of Office in triplicate for the Annual Council Meeting. (One copy for your file, one for the State President's file, and one for the Recording Secretary.)
3. Shall participate in planned workshop for Chapter Recording Secretaries during a State Meeting.
4. As State Officers and Chairmen present their reports of office at Executive Board and Council Meetings, shall place copies of the reports on permanent file.
5. Recording the minutes:
 - a. Include only factual data concerning announcements, motions, and decisions.
 - b. Confer with State President on final draft.
 - c. The President may request copies of the minutes be sent to the Appointed State Chairmen.
6. Shall itemize expenses and attach receipts when requesting reimbursement for Officer expenses from the State Treasurer.

7. Shall prepare and submit articles to the State newsletter as necessary or required.
8. Shall email copies of Fall Convention and Spring Council Meeting minutes to webmaster after State Board approval.
9. Shall keep all minutes filed accurately and forward records to successor promptly.

Revised Sept. 2018