

GRAND HAVEN WOMAN'S CLUB

POSITION: Recording Secretary

Date: June, 2020

QUALIFICATIONS:

- Have a comprehensive knowledge of the GHWC's activities and impact on the member charities
- Have good writing skills, highly organized, word processing skills and knowledge of the by-laws
- Must be a member of the Grand Haven Woman's Club for one year and in good standing

RESPONSIBILITIES:

- Attend Board and Membership meeting to take minutes of the business meetings
- Maintain attendance sheets along with copies of approved minutes for board Meetings and general membership meetings
- Serve on ad hoc committees when applicable

DETAILS:

- Record minutes of meetings, capturing action items, club business, plans and outcomes
- Document parliamentary process
- Capture names of newly elected members at each meeting in the minutes
- Once transcribed, minutes are sent to the President for review and approval
- Once approved, Secretary forwards Board meeting minutes to the Board
- Once approved, Secretary forwards Membership meeting minutes to the Notices Chair to be included as a separate attachment along with the Newsletter blast.
- Recording Secretary is also responsible for bringing an attendance sheet to each Board meeting and ensuring attendees sign in
- The attendance sheets, agendas for all Board and Membership meetings, and a hard copy of the minutes are maintained in a binder
- Binder contains sections for new forms that are approved by Board members and other pertinent materials distributed at the meetings as official records
- Recording Secretary is responsible for the safekeeping of minutes from previous years and passing them on to the next Recording Secretary
- Maintains list of GHWC inventory
- Assist President with organizing notebooks for chairs, executive board and agendas
- Track activities and associated hours as well as in kind donations and report at regular intervals

TERM LIMIT AND VOTING PRIVILEGES:

- This position is an elected position
- This position is a two-year commitment
- This position has voting rights at monthly board meetings
- Attendance at board meetings is mandatory or provide back up to ensure quorum and documenting minutes of meeting