Grand Haven Woman's Club – Job Description

Position: Recording Secretary **Date: September 2025**

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 meetings to take minutes of the business meetings**
- **Maintain attendance sheets along with copies of approved minutes for board meetings for board meetings and general membership meetings**
- **Serve on ad hoc committees when applicable**
- **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 and minutes from board and membership meetings shall be saved on the Shared Dive and in the permanent file**
- **New forms that are approved by Board members and other pertinent materials shall be saved as official records**
- **Maintains list of GHWC inventory**
- **Assist President with organizing notebooks for chairs, executive board and agendas**

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**