

Recording Secretary Job Description

Purpose: To document and maintain the Magnolia Point Women's Club Board and member meeting minutes for final approval by the President and distribution of the general minutes by the Communications Director to the membership and to the Website.

Responsibilities:

- Documents the minutes at all board and membership meetings.
- Submits written drafts of minutes, presented in an agreed upon format, to the President and Communications Director for approval within a week after the meeting, and ensures finalized board/general meeting minutes are accessible tools for governance two weeks prior to the next board/general meeting.
- Ensures that all minutes are maintained in a notebook and/or on a thumb drive as a permanent record for MPWC.
- Provides finalized board minutes to the President to be submitted for board approval.
- Provides general minutes to the Communications Director for posting to the MPWC website once approved and before the next meeting of the membership.
- Understands the governing policies of the MPWC and is acquainted with the MPWC Bylaws and the basics of *Roberts Rules of Order*.
- Assigns a substitute to record the minutes in the event she is not able to attend a meeting.

Skills Required: Ability to take meeting minutes, use word processing software, and print and send emails including attachments.