

# RECORDING SECRETARY

## JOB DESCRIPTION

### BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

#### Article 6 Officers and Their Duties

##### 6.08 Recording Secretary. The Recording Secretary shall:

- (a) Record the minutes of the Board and regular meetings and permanently maintain the original minutes;
- (b) Be custodian of the records of the corporation excluding financial records;
- (c) Sign legal documents with the President;
- (d) Be authorized to open and close accounts at all chapter financial institutions with the President and Treasurer;
- (e) Coordinate with the Chapter Hub to confirm certification immediately following receipt of the call to the annual or special meeting of National Assistance League, the names of the chapter delegates and alternates to the National Secretary; and
- (f) Coordinate with the Chapter Hub to confirm submission to the national office within thirty (30) days after their election, a list of names and mailing addresses of members of the Board; and
- (g) Be authorized to sign checks with the President, President-Elect or Treasurer.

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#### General Board Responsibilities

The Recording Secretary shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Maintain a Recording Secretary procedure book and/or electronic records file.
3. Submit job description changes to the Bylaws Chair in accordance with Bylaws 8.02 (f).

#### Specific Position Responsibilities

The Recording Secretary shall:

1. Be familiar with National Assistance League's Quick Reference (QR) for Written Materials and Review Procedure;

2. Record the minutes of all regular/special meetings of the Board and membership in accordance with parliamentary procedure, including date, type of meeting and its location, and send a draft for review to a reading group composed of a subset of Board members, e.g., Bylaws Chairman, Treasurer, Parliamentarian, President-Elect, as determined by the President;
3. Distribute copies of the approved Board and Regular Meeting minutes to each Board member;
4. Include in each set of minutes, a list of all motions, the author of the motion and disposition of the motion (referred to committee, passed, defeated, rescinded, or tabled).
5. Post Regular Meeting minutes on the Chapter House bulletin board and ensure signed minutes are posted on the Chapter website.
6. File all approved hard copy Board and Regular Meeting minutes signed by the President and Recording Secretary for the year in Chapter House files as required by the records retention policy. Maintain an electronic copy of all Board and Regular Meeting agendas, minutes and Board reports on the Master Data File.

Technology: Microsoft Office 365 (One Drive), Microsoft Word, Email, Outlook