

Newcomers of Central Florida, Inc.
Job Description of
Recording Secretary

The Recording Secretary is a member of the Executive Board and the Executive Committee.
By-Laws information on the Executive Board is included in Article V: Executive Board.
By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

Description of duties

(from By-Laws Article VI: Officers, Section 5):

The Recording Secretary

- a) shall keep accurate minutes of each Board Meeting
- b) shall read the minutes of the previous Board Meeting at the next Board Meeting
- c) shall post the minutes of the prior General Meeting at the General Meetings [Luncheons]
- d) shall keep accurate minutes of the Luncheon meetings (e.g., winners of free luncheon, 50/50, Gift Card, and door prizes; along with total number of attendees and upcoming activities and updated membership numbers) to assist the President in writing the Presidents Message in the Chatter
- e) shall distribute a brief "Information Sheet" on each Luncheon table, to include such items as upcoming Luncheons and Programs, Inside the Arts, Pot Luck, and other Club activities

Basic Job Functions

In addition to the above By-Laws duties:

Expected to attend monthly Board Meetings and Luncheons

Assume responsibilities of **Corresponding Secretary** in the event of her absence

Keep accurate minutes of various meetings where requested by the **President**

Email minutes to the **President** as quickly as possible after each Board and Luncheon Meeting

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

Requirements

Ability to accurately record meeting discussions

Computer, printer, and email account

Knowledge of Microsoft Word processing program

Ability to serve as **Corresponding Secretary** as needed

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014