



RECORDING SECRETARY of the organization shall:

- A. Keep a true and accurate record of the minutes of all regular and special Board meetings.
- B. Maintain the Minute Book of the organization electronically (with a copy to be placed on Recording Secretary flash drive) to be passed to the next successive Recording Secretary at the end of each term.
- C. E-mail each Board Member a copy of the Minutes from the regular Board Meeting and the Minutes from the luncheon meeting for review, no later than two (2) days before the next Board meeting.
- D. Coordinate with Nominating Committee to prepare ballots at least thirty (30) days in advance of any regular or special election. Elections are processed through Survey Monkey.
- E. Preside as Election Judge over results of any election.
- F. Coordinate any changes to the Board Member job descriptions to be presented to the Board for approval and report said approval in the official minutes.
- G. Assist the President with any regular or special communication with Board members.
- H. Be a member of the Board of Directors.
- I. As a member of the Board of Directors, the Recording Secretary has a standing reservation for each luncheon. If not cancelled, the Recording Secretary will be billed for the luncheon.