

### **Recording Secretary Duties and Checklist:**

From the TVKC ByLaws. DUTIES OF THE RECORDING SECRETARY – The Recording Secretary shall issue notices of all meetings of the members and Directors, shall keep the minutes, including attendance records, publicly post the minutes as appropriate, and maintain the official copy of the Club insurance policy. The Recording Secretary shall have charge of the seal and corporate books, shall sign, with the President, such instruments as require signature, and shall make such reports and perform such duties as are incidental to his or her office, or are properly required of him or her by the Board of Directors or the President. The Recording Secretary shall update the Policies and Procedures in time for the Annual Meeting.

#### **Monthly:**

[ ] Prepare for board and general membership meetings. To prepare for the meeting, send out request for agenda items and supporting backup documents to be submitted. Ensure that notice is sent to board members / members 24 hours prior to each Board Meeting and 15 days prior to each General Membership meeting. Submit minutes for previous board / general meeting so that the President can prepare and send out the agenda. Consent agenda meeting method is used, ensure agenda and all supporting documents are sent to the Electronic Communications Director in time to send out to the membership. The Recording Secretary serves as the backup to the Electronic Communications Director for meeting notice.

[ ] Attend board meetings. Take attendance at the meeting. Take notes at the meeting and prepare minutes. Forward minutes to the President for review. Once minutes are approved, maintain a copy in the Secretary binder. Ensure a copy is sent to the Electronic Communications Director for posting on the website. Maintain a copy of the monthly bank statements and Treasurer Financial Reports.

[ ] Attend general membership meetings. Take attendance at the meeting. Take notes at the meeting and prepare minutes. Forward minutes to the President for review. Once minutes are approved, maintain a copy in the Secretary binder. Ensure a copy is sent to the Electronic Communications Director for posting on the website. Maintain a copy of the monthly bank statements and Treasurer Financial Reports.

[ ] Maintain a copy of the club insurance policy with the Secretary Binder.

[ ] Provide information on nominees' service to club as requested in nomination for lifetime membership – pull from website historical information

[ ] Sign documents as needed. Sign such instruments as require signature, and shall make such reports and perform such duties as are incidental to the office or are required by the Board of Directors or the President.

☐ Maintain the corporate seal and official books. Keep a notebook of all minutes, budgets, financial reports and any other document for each year. These documents form the official corporate records.

☐ Update the Policies and Procedures. Review all minutes for the past year and update the Policies and Procedures book as required.

**As needed:**

☐ Represent the club publicly and privately as needed.