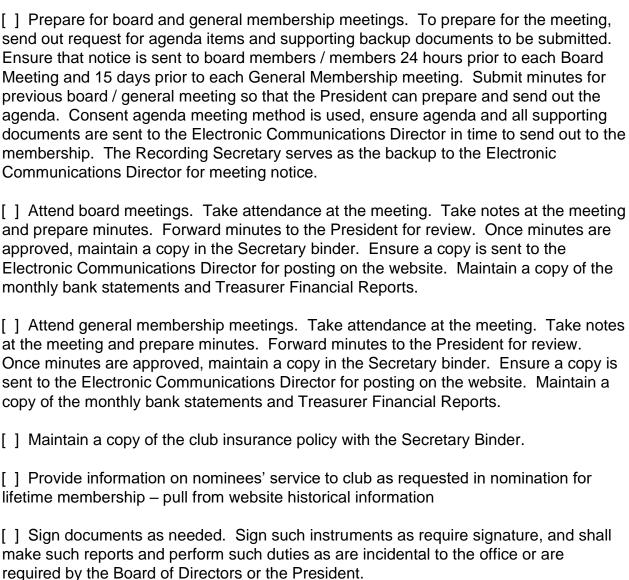
Recording Secretary Duties and Checklist:

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:



[] 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.