

PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

RECORDING SECRETARY

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

INTRODUCTION

The recording secretary keeps an accurate record of all meetings of the PWC General Membership and Executive Board and submits the minutes for approval at the following meetings. The Recording Secretary keeps an official copy of the Bylaws, available at all times.

MAJOR DUTIES AND RESPONSIBILITIES

Attends all General Membership and Executive Board meetings and records minutes. Creates an accurate record of these meetings.

Provides General Membership meeting minutes, generally within one week after the meeting, to the Corresponding Secretary to be released to all of the PWC members for approval during the next General Membership meeting.

Provides Executive Board meeting minutes, generally within one week after the meeting, to the Corresponding Secretary to be released to all Executive Board members for review and approval at the next Board meeting.

At the General Membership and Executive Board meetings, requests for additions or corrections to the minutes from the members. After this is accomplished, requests for a first and a second to accept the minutes as recorded.