

AAUW – SAN FERNANDO VALLEY, CALIFORNIA BRANCH

RECORDING SECRETARY'S DUTIES

From: AAUW-SFV, CA Policies & Procedures '94-95, page 9

1. Shall have available for reference at all meetings a copy of the branch bylaws and a list of its officers, committee chairs and members.
2. Shall prepare an agenda of unfinished business for the president for each meeting of the branch.
3. Shall keep a current record of all main motions with continuing effect passed by the board of directors, the executive committee, and the general membership.
4. Shall submit to the newsletter editor for insertion in the Valley Link a digest of motions passed at board and general meetings.
5. Shall be responsible for all branch office supplies, forms and stationary.

From: '96 Recording Secretary

1. Provide sign in sheet for board meeting. Give completed sign in sheet to the President.
2. Take minutes.
3. Ask 3 members present to amend or approve minutes when they are ready. Type minutes – make four (4) copies. Keep original. Send one copy marked "Draft" to the President, and send the other three (3) copies to the three members for their review. When amended, send one copy to the Parliamentarian, two of the approved minutes to the President, and bring 5 copies to the board meeting.
4. General Meeting – same as board meeting except sign in sheet.

From 1999 AAUW-SFV, CA Bylaws, page 4

1. Record and keep minutes of the meetings of the branch, board of directors, and executive committee.
2. Perform such other duties as the president and board shall direct.

From 1998-99 Recording Secretary:

1. Provide a sign in sheet at each board meeting.
2. Take minutes of each board and general meeting.
3. When a motion is made, provide the member making the motion a motion form to complete with the exact wording of their motion.
4. Ask three members to review, amend and/or correct the minutes. Mail or email the minutes. Make corrections/amendments when received.
5. Bring to the board meeting sufficient copies of the last month's approved board and general meetings for each attendee. The original, plus the sign in sheet, agenda, Treasurer's report, and motion forms, is kept in the Recording Secretary's book.