

Jardineros de Placitas

Job Description - RECORDING SECRETARY

BYLAWS REFERENCES:

Article V

Sec. 3: Any disbursement of unbudgeted Club funds in excess of one hundred dollars (\$100.00) over any line item in the annual budget must be approved by a majority vote of the officers of the Club. Such vote may be taken by electronic mail (email) or other method without a meeting. The vote shall be recorded and reported at the next regular meeting of the Club by the Recording Secretary. ...

Article VI

Sec. 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Sec. 2: The officers shall be elected . . . for a term of one year. . . .

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article VIII

Sec. 1: The officers shall perform those duties prescribed by these bylaws, duties usually performed by persons in such offices, and such other duties as the Board shall direct.

Sec. 3: The Recording Secretary shall keep minutes of each Club and board meeting; and shall maintain a file of all prior minutes of the Club.

STANDING POLICY REFERENCES: None

GENERAL DUTIES:

A. Record minutes for Club meeting

- Take the minutes. If you cannot be present, contact the Corresponding Secretary to alert him/her to take the minutes. As soon as possible, but no later than 2 weeks, email the draft minutes to the Webmaster to put the minutes on the website. Email draft minutes to President.
- Print an original and two copies of the draft minutes; make the copies available to the membership the morning of the next Club meeting. The President will ask the membership for questions about or corrections to the minutes. Make note on the original minutes of any corrections. When the minutes (and any corrections) are approved by the membership, sign the original and note date of approval.
- Maintain the minutes book with the original, signed minutes.

B. Record the minutes at the board meetings

- Take the minutes. If you cannot be present, contact the Corresponding Secretary to alert him/her to take the minutes
- As soon as possible, but within two weeks, email the minutes to the board members.
- Print an original of the minutes and have it available at the next board meeting. The President will ask for questions or corrections. Make note on the original minutes of any corrections. When the minutes (and any corrections) are approved by the board, sign the original and note date of approval.
- Maintain the minutes book with the original, signed minutes.

C. Attend all Jardineros board meetings and perform such other duties as are assigned by the Board or the President.

COMMENTS AND SUGGESTIONS from predecessors:

The minutes can be very brief. They should follow the order of business. They should include in the first paragraph:

- the formal name of the organization ["Jardineros de Placitas" "Board of Directors of Jardineros de Placitas"]
- the date, time, place, and kind [regular or annual] of meeting

- the names and titles of the presiding officer and the recording officer
- the number of members present and whether that constituted a quorum (for the Club meetings) or the names of all attendees (for the board meetings.)
- whether the minutes of a previous meeting were approved (including corrections, if any)

A separate paragraph should be used for each subject covered, such as each committee report, each motion, each announcement of any notice of formal action to be taken at a future meeting, etc.

Updated September 2013