



26 March 2020

# RECORDING SECRETARY

## 1. PURPOSE:

To record into minutes the discussions and actions of the Executive Board and the General Membership meetings. Distribute these via email or hard copies to the Board and membership at the next appropriate meeting. The minutes are a recording of the actions of the Firebelles, and it is important to keep accurate records in line with Robert's Rules of Order.

### A. Responsibilities:

- i. Attend all Executive Board and General Membership meetings and take notes
- ii. Email draft of appropriate minutes to President for final review.
- iii. Email approved minutes to Board and distributed minutes to the members at General Meetings.
- iv. Maintain final copies of all minutes, approved by the Board and General Membership, along with all supporting documentation.
- v. Process all correspondence, post notices and perform other duties as directed by the President.

## 2. SKILLS:

Access to a computer and printer is required. Good knowledge of writing, spelling, punctuation and grammar. Basic computer knowledge and the ability to send emails. Organizational skills and the ability to meet deadline are important.

## 3. SUPPLIES:

Binder, dividers and tabs for maintaining all minutes and correspondence. One printer toner cartridge and multipurpose paper. Firebelles stationery (letterhead and envelopes).

## 4. BUDGET:

As approved by General Membership