

## RECORDING SECRETARY

Revised – July 2012

1. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. Ask each officer and chairman giving a report for a written copy of her report. This will enable you to record the events more accurately.*
  
2. *You are responsible for taking minutes of all Board Meetings, State Council Meetings, State Leadership Seminar and State Convention. Maintain PERMANENT MINUTE FILES.*
  - a. *The President will appoint a “Minutes Approval Committee.” Within ten days following each meeting, prepare and provide electronic copies of the minutes to the appointed committee, the President and 1<sup>st</sup> Vice President/President Elect for their approval. Include instructions requesting committee to make necessary corrections and to return minutes to you within one week.*
  - b. *Upon approval of the committee, provide electronic copies of the June State Council Meeting Minutes to the President for the permanent minutes file and to the Petticoat Journal Editor for publication in the August/September issue of the Petticoat Journal.*
  - c. *Upon approval of the committee, provide electronic copies of the minutes of the November State Council Meeting and the March State Council Meeting to the President for the permanent minutes file, all other Board Members, active Past State Presidents and all active Chapter Presidents. Minutes are to be completed and provided within forty-five days.*
  - d. *Provide electronic copies of minutes of Special Board Meetings to the President for approval and placement in the permanent minutes files; then provide electronic copies to all Board members, all active Chapter Presidents and active Past State Presidents.*
  - e. *Upon approval of the committee, provide electronic copies of the minutes from the State Leadership Seminar to the President for the permanent minutes file, to the Petticoat Journal Editor for publication in the October/November issue of the Petticoat Journal.*
  - f. *A list of attendance by Chapter name should be included with all minutes. The attendance is taken from the Registration at State Council Meetings, State Leadership Seminar and State Convention.*
  - g. *Upon approval of the committee, provide electronic copies of the minutes from State Convention to the new President for the permanent minutes file, all incoming Board Members, active Past State Presidents and all active Chapter Presidents. The following should be attached to the copy of the minutes to be retained in the permanent minutes file:*
    - *roll call/attendance record;*
    - *a resume of the Workshops furnished by the Workshop Coordinator;*
    - *a list of Award winners furnished by the President,*
    - *year-end financial report furnished by Treasurer and*
    - *election results furnished by the First Vice President.*
  
8. *10% of chapters in good standing must be represented in order to have a quorum. Verify at each State Council Meeting, count the number of Chapters in attendance*

*and IF there is LESS than 10%, notify the President immediately. The same applies to State Convention.*

**Recording Secretary (Continued)**

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9. *Following the June State Council Meeting, provide an electronic copy of roll call from previous year's State Convention to the Outstanding Chapter Chairman.*
10. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Be ready to take roll call during First and Second General Assemblies. Call only those chapters having members registered for the convention. This information is available from Convention Registration Chairman.*
11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *You are expected to attend the Incoming/Outgoing Board Meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*