



SDCWA JOB DESCRIPTION

POSITION	Recording Secretary
REPORTS TO	President
JOB DUTIES	The recording secretary shall keep the minutes of the executive officers and general meetings.
TIMELINE – SDCWA calendar year July thru June	
On-going	Attend meetings as called by the president. Take minutes and distribute in a timely manner.
Monthly	Record minutes at monthly general meetings. If unable to attend, designate backup recording secretary and notify president.
	Provide president with 1 st draft for review. After president approves draft, send electronically to the membership for review. Upon responses, make revisions, issue final copy for approval at next general meeting.
	Provide treasurer w/ signed copy of minutes for SDCWA official records and for auditing purposes if required. Upload minutes to Google drive.
PROCEDURE BOOK	● Maintain a procedure book to be passed on to incoming chair. ● Update at end of term with step-by-step instructions; electronic files, sample documents.