



JOB DESCRIPTION RECORDING SECRETARY

The duties outlined below for the Recording Secretary of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines essential duties for all elected chapter positions according to I.I. In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Prepares minutes for all business and board meetings following guidelines outlined in the documents below on ikebanancar.org, Ike·Wiki
 - a. [Chapter Minute Requirements per I.I.](#)
 - b. [Secretary and Meeting Minutes](#)
 - c. [Meeting Minute Tools](#)
2. Distributes minutes to all board and respective committee members for approval, preferably via email.
3. Prepares final copy of approved minutes
4. Works with President to establish and maintain the [Chapter Password](#) chart.
5. Provides a printed or digital copy of all minutes as approved to the next Recording Secretary, historian, or online depository.
6. Assists corresponding Secretary as needed/requested.