



BOARD JOB DESCRIPTION 2024-2025

JOB TITLE: Recording Secretary

MAJOR DUTIES AND RESPONSIBILITIES:

The Recording Secretary is the recording officer of the Organization and the custodian of its records and is required to attend monthly board meetings.

DETAILED RESPONSIBILITIES:

- The Secretary is responsible for recording the minutes for each board meeting and emailing them to the Board Members in a timely manner for review and corrections.
- The Secretary shall prepare a special year-end report based on all major votes approved during the year and distribute among the Board Members.
- The Secretary shall then update the Official Policies and Procedures of the organization based on the year-end report and submit it to the Board for approval.