



Mountain Garden Club Position Description Form

Position Name

Recording Secretary

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Form Creator Name: revision by Debbie Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name: (If Applicable)

Position Overview:

The Secretary is an officer and member of the Executive Board of the Mountain Garden Club who is elected for a two-year term. The Secretary is responsible for taking minutes at all of the Executive Board Meetings and the monthly Programs of the Club. In addition to taking minutes, the Secretary is responsible for maintaining a notebook containing all of the finalized minutes of the Executive Board and monthly Club Programs.

Skills/Abilities/Other Requirements:

The Secretary needs the ability to take notes accurately during meetings. She/he needs good writing skills and the ability to work closely with the President to ensure that the minutes reflect the intent of the Executive Board. The position requires computer knowledge (word processing programs) and familiarity with the internet and web in order to transmit drafts of minutes to the President. Knowledge of the Club ByLaws, the structure and workings of the Standing Committees and the Special Projects Committees is helpful. The Secretary may choose to use a recorder during meetings to provide a backup when writing the minutes.

Essential Position Functions:

The Secretary takes minutes at all of the Executive Board Meetings and the monthly Programs of the Club. She/he submits completed minutes of each meeting to the President and the Executive Board for editing and review. This should be submitted within 2 weeks of the Meeting. The recording Secretary is responsible to notify the President in a timely manner if he/she is unable to attend a Meeting so a replacement for that meeting can be recruited. The Secretary is responsible for maintaining an archival notebook containing all of the finalized minutes of the Executive Board and monthly Club Programs from prior years up through the present.

Print Form



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