

## **Recording Secretary (Elected)**

**Term:** One year

**Time Required:** 4 to 5 hours per month.

**Overall Responsibility:** Ensure that all Branch, Board, and other pertinent meetings where official Branch business is conducted are recorded and preserved

### **Responsibilities:**

- Attend all Board meetings and take minutes
- Ensure that a written summary of all Board meetings is submitted to the *Vision* editor
- Maintain an archive of Board minutes and materials
- Serve as a member of the Executive Board

### **Qualifications:**

- Knowledge of computer skills needed to prepare and distribute the minutes
- Good note-taking and writing skills