

DUTIES OF THE RECORDING SECRETARY

According to the By-Laws the Recording Secretary shall:

- a) Maintain accurate records of minutes of the annual convention, meetings of the board of directors, and other meetings or events as assigned.
- b) The minutes shall be kept in a permanent form, in books provided for that purpose, these records are property of the Kansas State Council.
- c) You and the President will review notes taken during the Executive Board Meeting. Recommendations of that meeting will be made by the Recording Secretary at the next State Council Meeting.
- d) The Recording Secretary will prepare the Executive Board minutes, and after approval of the President, forward them to the Executive Board members. A copy of these minutes will be attached to the Kansas State Council minutes.
- e) The Recording Secretary will send a BRIEF synopsis of the State Council minutes to the *News & Views* Editor by set deadlines for publication.
- f) The Recording Secretary shall maintain accurate records of minutes of the annual convention, minutes of the Board of Directors and any other meetings/events. The minutes shall be submitted and approved by committee **sixty (60) days** after such meeting. The minutes shall be kept in a permanent form, in books provided for that purpose. These records are the property of the Kansas State Council.
- g) After approval of the minutes by the President and committee, the minutes will be emailed or mailed the Executive Board. Past State Presidents and chapters in good standing may submit a written request for a copy of the minutes.

As a member of the Kansas State Council Board of Directors and the Executive Board, you have voting power. As a board member, you are required to maintain a file of your activities together with the materials received from your predecessor to pass on to your successor at the close of the annual state convention.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat, and the annual state convention.
- b) Visit chapters and districts whenever possible, give assistance when needed, and act as a good-will ambassador for the state council at all times.
- c) Maintain a file of your work including copies of letters, any helpful materials, suggestions, or ideas for a successor. *Do not use legal size paper.*
- d) Prepare articles for the *News & Views* when requested and other times when appropriate.
- e) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill being presented before the close of the fiscal year.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Request a record of members present at each State Council meeting and State Convention from the Parliamentarian and place in permanent record book.
- h) Read the minutes of the last meeting only as directed by the President.

ADDITIONAL INFORMATION

- a) Remind President for verbatim of meetings to use as a guideline for taking minutes.
- b) Remind members to provide you copies of all reports given during the meetings. Make five draft copies of the minutes (President, three committee members, and your copy.) Send minutes to committee as soon as possible for review. Set a deadline for their return, so you may meet your timeline.
- c) When minutes have been returned, corrected, and approved by the President, distribute as detailed above.

(REVISED JANUARY 2013)