

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

RECORDING SECRETARY

As an elected officer of the Executive Committee and Board of Directors reporting to the AFGC President, this officer is responsible for recording minutes of all meetings of the Arizona Federation of Garden Clubs, Inc.

DUTIES

- Attend the AFGC Incoming President's Meeting at AFGC Biennial Convention and record the minutes.
- Record the regular meeting minutes of the Executive Committee, Board of Directors, the Annual Meeting/Biennial Convention and any special meetings called by the AFGC President. Give a report of the previous minutes.
- Minutes will include:
 - Kind of meeting, name of organization, date, time and place
 - Presence of presiding president and secretary or names of their substitutes
 - Whether minutes of previous meetings(s) were read or circulated and approved. Corrections should be made in the minutes being corrected and not described in the minutes of the meeting at which they are corrected.
 - Body of minutes should have a separate paragraph for each subject matter
 - Motions made and by whom. Include text of each main motion with wording to incorporate any amendments that were adopted during the main motion's consideration plus whether adopted or lost after debate and/or amendment
 - Tally of votes if by ballot.
 - Reports presented as evidenced in reports received.
 - Record the names of the committee members approving the minutes.
 - Keep the list of the members present at the meeting.
- Minutes should not cover:
 - Subject matter of discussions.
 - Contents of the reports of officers, chairmen or committee, except as may be necessary to cover motions arising out of them.
 - Names of members voting against any proposal, unless member requests that the dissent be noted.
 - Extraneous matters, such as, decorations or food served.
 - Use of wording "Respectfully submitted".
- Send a draft copy of the minutes via e-mail to the President, Parliamentarian and Minute Monitors for approval as soon as written.
- Send an approved copy of meeting minutes to members of the Executive Committee or Board of Directors via e-mail as soon as possible.
- Send an approved copy of meeting minutes to the Archivist via e-mail.
- Retain a printed copy of the approved minutes in the Minutes Book and have on hand at all Federation meetings.
- Maintain secure custody of the past minutes of your term, the AFGC Bylaws, AFGC Standing Rules and amendments.
Keep chairmen's e-mailed reports until the minutes of the meeting are approved.
- Sign official documents of the Arizona Federation of Garden Clubs, Inc., when requested.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.