

Recording Secretary

The Recording Secretary is an elected officer of the Guild. The duties and responsibilities of the Recording Secretary, as designated in the Guild By-Laws, are as follows: *To keep a written record of all meetings, to keep official copies of the Articles of Incorporation and the By-Laws and record changes to the official documents as made by the membership, to make notification available to the general membership of said changes.*

Duties occur throughout the year and include, more specifically, the following:

1. To record minutes at monthly Business meetings. Minutes should be distributed by EMAIL to Board Officers and Committee Chairs for review. Corrected minutes should be shared with the same individuals prior to the next Business meeting.
2. To have the minutes of each meeting posted to the Guild website, and to maintain a record of past meetings that can be used for reference. This record should also include a summary of motions and votes made at each meeting.
3. To refer to the current records and those of previous Recording Secretaries for clarification of previous actions and decisions.
4. To attend and participate in all Business and General Meetings.
5. To serve as President if the President and Vice-President are unable to do so.

Last Updated – April 2024