

SAS Recording Secretary

General Function

The recording secretary is a voting member and officer of the SAS board of directors. He or she is expected to attend meetings and give timely reports.

Duties attend all meetings of the membership and the board.

Provide the president with an agenda for each meeting and, in the absence of both the president and the vice president, call meetings to order and preside until a president *pro tem* is elected.

Maintain custody, order and access to records of the chapter, including taking and distributing minutes of meetings.

Send notice of meetings to appropriate members of the chapter and board.

Submit a Leader Report Form to the state office following chapter elections. (See the "Chapter Business Management" section for details.) Keep the state office apprised of any changes.

Record minutes of all membership and board meetings and share with the board at subsequent board meetings. Make copies and mail the minutes to all board members prior to the next meeting. Minutes should include- the name of the chapter and type of meeting, date, location, chair of the meeting, and a list of attendees. For membership meetings, include the approximate number of attendees. For board meetings, include a brief description of the business that was discussed and any decisions that were made; the exact wording of any motions, including the names of persons making and seconding the motions; and the resulting votes. Sign and date the minutes.