

ArSHA Recording Secretary

DUTIES AND RESPONSIBILITIES OF THE RECORDING SECRETARY

ArSHA By-Laws

Article V Section 3 Duties:

“G. The Recording Secretary shall:

- i. Record and file reports made by officers and by committee chairpersons.**
- ii. Record and file the minutes of all business meetings of the Association and of the Executive Board.**
- iii. Serve as a member of the Committee on Committees.**
- iv. Perform other such duties as may be assigned to him/her by actions of the Association or the Executive Board.**
- v. Attend Executive Board meetings.**

Article V Section 4 Terms of Office:

- A. Terms shall commence on the first of July following the election of the officer.**
D. The Recording Secretary shall be elected to a term of two years.”

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE RECORDING SECRETARY MAY BE CALLED UPON TO MANAGE:

- Maintain chronological set of executive board meeting agendas**
- Maintain chronological set of executive board meeting minutes**
- Send meeting minutes to Executive Board within 2 weeks following executive board meeting**
- Act as time keeper during executive board meetings**
- Other duties as necessary**

Approximate commitment of time hours/week: 1 hour prior to EB meeting to prepare agenda set-up for EB meeting, 3 hours every other month for EB meeting, 1-2 hours following EB meeting to finalize minutes and send to ArSHA administrative assistant.