

Recording Secretary

The Recording Secretary records and processes the minutes at meetings of the Board of Directors, and as requested, at general meetings of the members. The Recording Secretary is an elected member of the Parents' Club Board of Directors and typically serves for two years.

- For each monthly meeting of the Board of Directors, the Recording Secretary:
 - Documents time and place of meeting, attendees, proceedings, and actions.
 - Makes sure there is a quorum of members to vote before any action is taken, documents the motion and second, and the results of the vote.
 - Prepares a draft of the minutes for the President's review and comment. The President sends the minutes to Board members in advance of the following meeting.
 - Makes a motion to accept the minutes at the following Board meeting.
 - Files the accepted minutes in the club's electronic records.
- For the Annual Meeting in April, the Recording Secretary:
 - Ensures proper notice of the meeting is given as required by the Bylaws.
 - Keeps the official record of membership as of February 1, the date that determines eligibility to vote.
 - Clears any nominations from the floor at least ten days prior to the meeting, providing consent has been obtained from the proposed nominee.
 - With the President Elect, acts as Teller. The candidate receiving the highest number of votes is elected to each position.
- At the end of the year, updates the job description/report for the Recording Secretary position. Files in the Recording Secretary electronic records and sends to the President Elect.
- As a member of the Board of Directors, the Recording Secretary attends all Board meetings, records and distributes the minutes, and assists with and advises on other club activities as needed.