



RECORDING SECRETARY

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ORGANIZATIONAL GUIDELINES

1. In the absence of the President and Vice President(s), the Recording Secretary shall call the meeting to order and preside until the group elects a temporary chair.
2. The Recording Secretary must have books of past meeting minutes with her at all meetings and copy of the bylaws and standing rules. A list of all unfinished business should be emailed to the presiding officer before the meeting.

NOTE: It is the right of any member to examine the minutes. The Recording Secretary should never surrender her records; she may request that the minutes be read in her presence.

3. Minutes are the records of your club's activities - not essays or dramatic dialogues between speakers. Take accurate, factual, impartial and concise notes.
4. Always state motions in full and include:
 - a. Name of maker of motion and the person seconded the motion
 - b. Statement of the motion
 - c. Action taken - EXAMPLE: "it was moved by Jane Smith and seconded by Susan Brown that we make a contribution of \$50 to the school band. Motion carried."
5. When a committee report is given, action does not have to have a second since more than one made up the result of the committee.

MINUTES OF A MEETING

Minutes are an official record of the business that was transacted at a meeting.

Arrive at the meeting before everyone else to ensure that everything is ready. To take the minutes, you should have plenty of materials - whatever the medium - to get you through a lengthy dictation session. Make sure you have a copy of the agenda for yourself. Even if it is not followed in exact order, you will need it to key your notes.

The most difficult part of taking minutes is deciding what information has to be written down verbatim, what can be paraphrased, and what is unessential for the official record. Minutes are meant to be concise, factual, and objective recordings of what has happened during the course of a meeting. You cannot inject personal preferences into your notes. You cannot give more weight to what certain people say and not record the pertinent remarks of others. You must be able to interpret statements for what is truly being said not what you hear by way of the deliverer's voice inflections, intonations, or mannerisms. It can be very difficult to discriminate from among all the opinions and facts just what should be recorded in the minutes. It is equally important to write down both why and why not a new procedure will work as it is being discussed and it appears that the motion may pass.

Taking minutes involves listening, concentrating carefully on the business taking place during the meeting, and taking accurate notes.

Follow these guidelines to take minutes more efficiently:

1. Before the meeting, review the agenda and any other materials that will be covered. The agenda will serve as an outline for taking the minutes.
2. During the meeting, take notes on the important information discussed. Record word for word all motions that are made; who made the motion, who seconded the motion, and whether the motion passed. The discussion about the motion itself may be summarized.
3. When necessary, politely interrupt to ask for a restatement of any motion or to determine names needed for the minutes.
4. A tape recorder can be a useful tool to record the meeting in case there are any questions later about the notes.

Minutes should be prepared within two weeks after the meeting, while the information is still fresh in the recording secretary's mind. Distributing the minutes ahead of the next meeting gives the director, officers, chairs, etc. time to read the information prior to the meeting. Additional copies should also be available to proofread at the meeting for review of errors poor to acceptance of the minutes.

CONTENTS OF MINUTES

Minutes are compiled to provide a written record of announcements, reports, significant discussions, and decisions that have taken place during a meeting. Although the degree of formality and extent of coverage may vary, the specific information in meeting minutes usually includes the following:

1. FIRST PARAGRAPH

- a. Name of the club
- b. Type of meeting (regular or board)
- c. Time and place of meeting
- d. Name of presiding officer
- e. Roll call or number of members present

2. INCLUDE IN THE MINUTES:

- a. Approval or correction of minutes of the last meeting
- b. Balance on hand from the Treasurers report as of the date of the reading
- c. Incoming and outgoing correspondence
- d. List of committees and their reports
- e. Action taken under "Unfinished" and "New Business"
- f. Announcements
- g. Program
- h. Attachments of handouts
- i. The time of adjournment
- j. Signature of minute taker

RECORDING SECRETARY JOB DESCRIPTION

GOAL: To keep accurate minutes of all meetings, of which she shall be custodian, along with reports from the Treasurer, Chairs, District Reps, resolutions and other pertinent information.

Job Responsibilities

1. To take accurate minutes at all CJW meetings, including Executive Committee, Board of Directors, Executive Board and Conferences.
2. To email minutes to the Director and other meeting attendees within two (2) weeks
3. To keep a permanent printed copy of all minutes accessible at every meeting for reference.
4. To act as CJW Historian by being the custodian of the CJW history including all the past awards.
5. Submit monthly newsletter articles for the CJW Junior Bulletin.
6. Prepare a handout for Fall & Spring Conference, CJW September Board meeting & CJW March Board meeting.
7. Organize a workshop for the September Board meeting.
8. Refer to **General Information Section 10-H & I** for other responsibilities of CJW Board of Director members .