

## **RECORDING SECRETARY Duties and Responsibilities**

### **Responsibilities**

- Take minutes for Board meetings and Annual Business meeting, recording decisions made and actions taken.
- Collect all materials shared and created during meetings.
- List topics discussed at all meetings (organized by committee/area reports) and highlight action items.
- Distribute notes and minutes to Board within one month after each meeting.
- Prepare summary to post on web about Board discussions and REA issues within one month after each meeting. Distribute to Board.
- Collect information about retirements and memorials.
- Plan celebration of retirements and memorials at Annual Meeting.

### **Timeline for Responsibilities**

#### **Between end of Annual Meeting and Board Retreat**

- Send minutes of November Board Meeting and Annual Business Meeting to Board members for review, with action items highlighted, by January 1.
- After review, posts minutes of Annual Business Meeting to Association website by February 1.

#### **At Board Retreat**

- Take minutes.
- Report on retirements and memorials.
- Collect materials shared and created for Executive Secretary (and for archives)
- Arrange snacks and other hospitality items.

#### **Between Board Retreat and Current Annual Meeting**

- Prepare summary to post on web about Retreat discussions and REA issues by May 1. Distribute to Board.
- Send notes of Board Retreat to Board members for review with action items highlighted by June 1.
- Collect announcements of retirements and deaths. In collaboration with the Program Chair, arrange recognition at Annual Meeting, including inviting colleagues to speak or write something, and printing information to be included in the meeting folders.

#### **At Annual Meeting**

- Take minutes during Board meeting and Annual Business Meeting.
- Conduct remembrance part of banquet.