



AAUW West Harris County Branch

Position: RECORDING SECRETARY

General Duties of Recording Secretary: (Branch Bylaws Article VI, Section 2, Part e)

The Recording Secretary is an elective position. The member elected to this position is responsible for recording and maintaining records of branch business and decision making.

Term of Office:

Two years.

Responsibilities to West Harris County Branch:

- Attend and record minutes of monthly board meetings and any general member meetings where voting must occur, such as, budget approval, election of officers, and installation of officers.
- Include the full name of person giving a report, submitting proposals, making and seconding motions.
- Transcribe and circulate the typed minutes to board members for corrections, make any needed corrections and forward corrected minutes to the president for approval and distribution.
- Maintain paper and digital copies of the minutes.
- Provide digital copies of the minutes to the branch historian for archiving at the end of the year.
- Record changes to, and maintain paper copies of, the branch Bylaws, Policies & Procedures, and Strategic Plan.
- Order the past president's pin for the June luncheon, if available.

Responsibilities to AAUW Texas:

- As directed by branch president when requested.

Responsibilities to AAUW National:

- As directed by branch president when requested.

Leadership Skills Helpful to the Position:

- Clear and fluent written communication skills.
- Organizational skills.
- Word processing skills.

Other officers and members with whom this position interacts and how:

- Branch president and board of directors.

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.