Waterman Alumnae Group Job Descriptions - Officers

**Recording Secretary**

1. Attend all Waterman board meetings and record the proceedings. Circulate an attendance sheet to those members present.

2. Provide a copy of the draft minutes to the Waterman president and to the bylaws chair for editing and correction.

3. Make the suggested corrections and print out a copy of these minutes for the historical file, including a space for the recording secretary to sign and date the corrected or uncorrected, minutes.

4. Make a .pdf copy of my final draft for distribution to the board one week before the next board meeting.

5. Send an official reminder to the entire board one week before the next Board meeting giving time and place. Attach a copy of the .pdf file of the last meetingʼs minutes for the board membersʼ correction and approval at the meeting.

6. Retain the official signed copy of the minutes whether it is with or without corrections as well as the listed attachments in my own Waterman notebook for the year.

7. Annual Meeting Minutes: Take the minutes at the Annual Board meeting. Edit the annual meeting minutes as above. Present the final draft for board member corrections and approval at the next board meeting of the year.

8. Annual Meeting Minutes of the previous year: Have at least 5 copies of these Annual Meeting minutes available for reference or for members upon request at the current Annual Meeting.