

Seattle Garden Club

Job Description and Schedule of Tasks for the office of Recording Secretary June 2017

The purpose of the office of Recording Secretary is to keep accurate records of the business proceedings of the Seattle Garden Club, including Board Meetings, Special or General Meetings of the Board or Membership, February Annual Business Meeting, June Annual Membership Meeting, In and Out Board Meeting, and any other meeting where a vote is taken.

The Recording Secretary attends all Board and Executive Committee Meetings, is an officer of SGC, and records and sends the minutes of meetings to the Board Members and appropriate GCA and Zone Officers.

Monthly tasks of the Recording Secretary:

August

- Update Board roster with contact information for Board and website
- Read the Green Book and become familiar with the By Laws, policies, budget, responsibilities of Officers and Committee Chairs

September

- *Before each Board Meeting, the president sends an agenda and request that Committee Reports be sent to the board members at least two days before the meeting. The Recording Secretary uses these reports in the preparation of the minutes.*
- Bring the agenda, yearbook, Motions Book, Minutes of previous meetings, and previous month's draft minutes for approval
- Take attendance; record the minutes of the proceedings including the reports of board and committee chairs (noting whether they are present or if they've only submitted a written report).
- Finalize the minutes and send to the president as a draft; make corrections as needed
- Send draft minutes to the board members one week prior to the next meeting for further review and comment
- File new motions in Motions Notebook
- Prepare newsletter article as needed
- Give president a paper copy of final version of previous month's meetings; send final to appropriate GCA reps
- Take minutes at the regular membership meetings only if a vote is taken. September is only the Annual Picnic and December is only the Holiday Luncheon; other months typically include a Hort and General Membership meeting.

October

- Normal duties as listed in September

November

- Normal duties as listed in September

December

- Typically no meetings requiring minutes

January

- Normal duties as listed in September
- Submit the previous year's draft Business Meeting minutes (the board has approved the business meeting minutes but not the general membership) to the website coordinator for posting. Also submit newsletter article asking members to review the Business Meeting Minutes on the website as there will be a motion to approve the minutes at the February Business meeting.

February

- Normal duties as listed in September
- Annual Business Meeting
 - o Ask for the approval of the previous year's Business Meeting Minutes (which were approved by the Board in March of the previous year).
 - o Help the president and president-elect as needed
 - o Transcribe all of the table notes for inclusion in the minutes
 - o Forward the draft minutes to the president-elect and then the president for review and comment
 - o Send the draft minutes to the board one week before the March board meeting
 - o Ask the president and president-elect if they want the final minutes and/or proceedings of the Annual Business Meeting recorded in the newsletter

March

- Normal duties as listed in September
- Ask for approval of both the Board minutes and Annual Business Meeting minutes
- Ask president about sending newsletter article or eblast report of Annual Business Meeting; president may do this as a part of her newsletter report
- Typically, the March meeting is when the board approves the Slate of Officers and Standing Committee Chairs for the following year. Ask the president when she would like the information distributed to the membership – usually in the April and May newsletters.

April

- Normal duties as listed in September

May

- Normal duties as listed in September

- Submit the previous year's draft Annual Membership Meeting minutes to the website and ask for eblast two weeks before the Annual Meeting referring members to review the minutes in preparation for approval at the June meeting.
- Prepare for the In and Out Board Meeting by compiling all the annual reports of the Officers, Committee Chairs, and Special Committee Chairs for inclusion in the minutes of the June In and Out Board Meeting

June

- Annual Meeting and Awards Luncheon: request the approval of the previous year's minutes from the membership; take minutes of the meeting; send the draft minutes to the outgoing and incoming presidents as soon as possible. Once they have approved the minutes, prepare final copies, sign, and give hard copies to the President-elect and Treasurer. They take the minutes to the bank for changing signatures on the checking account and the minutes are proof of the new officers.
- In and Out Board Meeting: as with all board meetings, record minutes, include the year-end reports of all, record motions.
- Meet with successor if completing term of office; review job description, calendar of tasks, Summary of Motions book, notebooks of preceding year's minutes, thumb drive, etc. Review recommendations for the upcoming year.