**Recording Secretary**

Updated: 3/20/2018

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| Job or Activity: Recording Secretary | Person Responsible: Jessica Cobbley, secretary@pner.net |
| Elected or Appointed? Appt by President | When? Prior to the first meeting of the new BOD each year the President shall recruit a  |
| Specific Qualifications? Yes | If so, what are they? Word processing skills, ability to edit, organized, timely getting job done, communication skills with BOD and membership –  |
| If this is a committee, list other members |  |
| Other positions interface with this one. | BOD, newsletter, handbook, president |
| By-laws Description: | **ARTICLE IV: Officers, Section 3**It shall be the duty and responsibility of the Secretary to keep clear and accurate record of the business transacted by the Board of Directors and the membership by maintaining a book of minutes of all meetings of the membership and Board of Directors. The secretary shall be responsible for causing the issuance of the appropriate number of official ballots. The Secretary shall perform such other duties as may be delegated by the President or the Board of Directors or as may be implied by the office.Section 5. Secretary-Treasurer. Upon recommendation of the President, the Board of Directors may determine that the Secretary and Treasurer may be one and the same person. |
| Expected monthly time commitment: | BOD meetings held throughout the year on quarterly basis; must be available for all meetings and provide/retain minutes of each meeting. |
| Basic Responsibilities: * Attend BOD meetings, write up minutes, organize ballots where possible at the annual convention, attend to timelines to submit materials to PNER online newsletter.
* Work with President on communication to membership (memos/articles etc)
* Maintain and keep all minutes in a hard copy notebook to be passed on to the next Secretary. Currently, there is no electronic location for previous minutes.
* Remind all BOD members and committee chairs of each scheduled meeting the day of the meeting via text or email.
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