

## RECORDING SECRETARY

### JOB DESCRIPTION

The Recording Secretary is elected by the Tinker Officers' Spouses' Club membership. The Recording Secretary is responsible for maintaining the history (records) of the OSC, as well as, recording the minutes of all meetings as designated by the President.

### COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

### COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President the Recording Secretary. The Corresponding Secretary will read the Board Minutes in the absence of the Recording Secretary at the board meetings. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Assume the duties of the Corresponding Secretary in his/her absence. The Corresponding Secretary will assume the duties of the Recording Secretary in h/her absence.
5. Keep records updated, including but not limited to, board reports. Make records available to Board members upon request. Maintain records for a period of three (3) years.
6. Record minutes at each Board of Governors' meetings, executive meetings and business meetings.
7. Type minutes for the President's approval immediately after each meeting.
8. Call meetings to order and preside in the absence of both the President and First Vice President until a chairperson pro tem is elected. This should be done immediately.
9. Make copies of minutes for distribution to all board members for distribution at the following months meeting. Read the minutes of the previous meeting and any other meetings not previously read.
10. At each meeting, obtain one copy of both the Treasurers' financial reports.
11. After the minutes and the financial reports (Administrative and Welfare Treasurers') are approved, post one copy at the Tinker Club in the OSC display case. If needed, the key to the case is in the Corresponding Secretary's file folder at the Club.
12. Always keep original reports provided and file them in the Recording Secretary's records.
13. Submit "Mini Minutes" to the *Smoke Signal editor* as soon as possible after the Board meetings. Each board member is responsible for submitting articles for publication according to the assigned deadline. The editor cannot be responsible for members who fail to follow guidelines or meet the deadline.

14. Maintain a copy of all job descriptions for all OSC positions, including appointed and elected board positions. A copy of these should also be kept on a CD/disk also, but not in lieu of hard/physical copies.
15. Report on activity during board meeting. Board members with no written report will not go on the record when activity is presented orally. Absent board members should be recorded.
16. Participate as a member of the Budget Committee.
17. Participate as a member of the Policy Revision Committee.

Revised 01/2012