

MADISON CATHOLIC WOMAN'S CLUB

RECORDING SECRETARY

1. Attend and record minutes for all Madison Catholic Woman's Club Board of Directors (BOD) meetings during two-year term. Take notes of any announcements at General Meetings.
2. Maintain email lists of BOD members and general membership. Maintain current BOD list of name, phone # and email address.
3. Distribute attendance sheet (print BOD list) for members to sign in prior to each board meeting.
4. Record proceedings – note **Action** items in bold.
5. Record all valid motions, name of member who made the motion and who seconded the motion.
6. Record the outcome of any group consensus votes.
7. Minutes of all board meetings should follow the agenda and include the following:
 - Place and date of meeting; names of those attending and those absent.
 - Opening of meeting with a prayer by Spiritual Chairman.
 - Approval of previous meeting minutes
 - Treasurer's report, which is subject to approval
 - Reports by chairmen of the various committees
 - Old Business
 - New Business
 - Formation of any ad hoc committees
 - Final comments by the president and time of adjournment
8. Send draft minutes to BOD for initial review. Allow BOD one week (7 days) to reply back with any corrections/additions. If no corrections/additions are returned, the draft minutes are then considered final and approved as written.
9. Electronically sign minutes, record date of approval and print for minutes binder. All minutes are filed for history. Post approved minutes to web site or email as requested by BOD.
10. If any corrections/additions to the minutes, make changes and post approved minutes to web site or email as requested by BOD.
11. Email notes of General meetings to President/Co-presidents.
12. NOTE: This position includes posting and maintenance of the MCWC web site. Training will be provided.