The Office of Recording Secretary

The Recording Secretary is an elected two year position. The recording secretary is responsible for taking detailed notes at each of the chapter’s regular membership meetings and two executive board meetings held each year. These notes are then organized, typed and read aloud at each successive meeting by the recording secretary. Additions or corrections to the minutes are made by the recording secretary based on feedback from the membership. The recording secretary “files official minutes in a permanent chapter file after indicating the date that minutes are approved with her signature / initials.”1 The recording secretary will:

1. Take notes over the course of each chapter meeting and executive board meeting.
2. May use the president’s agenda to organize the minutes and create headings for the minutes’ sections.
3. When necessary, ask members to repeat a point or ask for clarifications, spellings, etc.
4. Prior to finalization of the minutes from draft form, email the draft to the president and first vice president for review and constructive feedback.
5. Find a substitute minutes-taker in the event that she cannot attend a scheduled meeting.
6. E-mail a finalized copy of the minutes in a timely manner to the president in order that the minutes can be e-mailed to the chapter membership for review prior to the next regularly scheduled meeting.
7. Archive all minutes taken during the biennium storing them in a binder with previously recorded minutes.

1 From: *Go-To Guide for Chapter Members*, Handbook of the Delta Kappa Gamma Society International, 2012 p. 9

Last updated January, 2018 by IRW