



**JOB DESCRIPTION
RECORDING SECRETARY**

Objective: Responsible for Internal Association communications and historical perspectives of SVJFAC.

Responsibilities:

- In the absence of the President and Vice President, leads all Board of Director and General Meetings.
- Documents the proceedings of all official Association Board and General Meetings.
- Ensures timely and accurate production and distribution of minutes to the Board Members prior to upcoming meetings and makes them generally available to Association members for review.
- Responsible for updating Association By laws to incorporate any changes, additions, or deletions as needed and ensures by-laws are generally available to the membership.
- Maintains accurate and updated attendance records for all meetings.
- Works with coordinators and Treasurer to ensure payment of all fees are paid prior to participation in programs.
- Supports the registration and equipment/uniform handout events for all programs.
- Generates and maintains, with the support of program coordinators, an accurate and updated database of all members.
- Supports Finance Committee Chairperson with annual fundraiser activities.
- Attends all Board and General Association Meetings.
- Supports special fundraising campaigns.
- Serves as Association Historian for all records, documents, photographs, trophies and other materials of significance.
- Vote on appointments of coaches, appointed chairs, and matters that comes before the Board and General Meetings.
- Institutes, documents, monitors, and emphasizes best practices throughout the Association in conjunction with the Vice-President.

Skills Required:

- Communication, Interpersonal, Delegation, Organizational, Computer.