

RECORDING SECRETARY

The **RECORDING SECRETARY** shall:

- a) keep a record of the proceedings of meetings of the Executive Committee and Board of Directors;
- b) provide each member of the Board of Directors, President of the LCMS Minnesota South District, and LWML (national) President with a copy of minutes of the District Board meetings and Biennial Convention;
- c) provide each member of the Executive Committee with a copy of the minutes of the Executive Committee meetings;
- d) sign vouchers, together with the President and the Financial Secretary, for payment of money from the treasury of legitimately incurred expenditures and bills;
- e) issue Certificates of Membership together with the President;
- f) conduct correspondence as may be requested by the President, Board of Directors, and/or Executive Committee;
- g) keep a record of Zone officer names and addresses.

(MN South Bylaws; Article VII, Section 7)

I. DETAILED DUTIES

- A. attend all District Board of Directors meetings, including attendance at the Executive Committee meeting, followed by the regular Board of Directors meeting;
- B. take roll call at Board of Directors meetings;
- C. submit a quarterly report with required number of copies;
- D. have personal access to e-mail to communicate with the Board and upload documents to the LWML District website, and electronically transmit per Board directive, possess note-taking skills, computer skills are mandatory;
- E. solicit reports via electronic file from all Board members;
- F. solicit electronic copy of Board meeting script from District President;
- G. record the Board of Directors meeting and Convention to substantiate your notes;
- H. minutes are a record of the actions of the Board; eliminate all discussion and attempt to keep the main body of the report to 8-10 pages; keeping in mind that the Financial Secretary's report and the Treasurer's report must also be attached;
- I. the Board reports are printed as submitted;
- J. photocopy vouchers (master copies are kept in back of Handbook) in advance of each board meeting, keeping approximately 50 of each on hand (pink for convention, light blue for regular Board of Director and Committee meetings; yellow for special District events, Joyshops, rallies, workshops, retreats, etc.);

- K. receive expense vouchers from Financial Secretary, sign expense vouchers and pass on to the President for her approval, then to the Treasurer for payment;
- L. keep an updated electronic listing of the names, e-mail addresses and addresses of all current zone officers and counselors;
- M. post list of all zone officers and counselors on secure website prior to the LWML District Board meeting; receive changes and make updates as received;
- N. keep a file of membership applications and issue charters to new societies;
- O. the Vice President of Communication will supply you with stationery and envelopes;
- P. prepare rough draft of Board of Directors meeting minutes and send via e-mail within one (1) week to Minutes Review Committee, Parliamentarian and President for comments and corrections before preparing the final draft. E-mail final minutes to Zone Counselors, District Board members, President of the MN South District LCMS and the LWML President within two (2) weeks of the Board meeting;
- Q. prepare and send Executive Committee minutes to the committee members;
- R. submit a copy of all minutes to the Archivist/Historian for the permanent records.

(2020-2022 Nominating Committee)