

Position Description: Recording Secretary- Brother Rho

Description:

This resource provides an overview of the roles and responsibilities of a Recording Secretary. The Recording Secretary is responsible for creating, taking, and maintaining all meeting minutes for both the Executive Committee and general Chapter. This position is responsible for tracking all attendance at meetings and events. This description will provide a framework for all Recording Secretaries to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Recording Secretary.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

Recording Secretary- Brother Rho

Position Description

1. Responsible for the creation and management of a system for recording and filing information during meetings.
 - a. Keep full, accurate, and complete records of all proceedings of the chapter.
2. Record the minutes of all Chapter and Executive Committee meetings. Minutes do not have to include every spoken word; however, to be complete, they should include these essential elements:
 - a. The time, place, and date of the meeting and the name of the presiding officer should be recorded.
 - b. All topics of discussion should be noted according to officers, committee chairmen, or items of business
 - c. Action taken or recommended should be noted fully.
 - d. The main points of the committee should be included.
 - e. Names of persons making the seconding motions should be stated with the exact working of the motions and the results of votes on the motions and any elections.
 - f. The main points of any guest speaker and the chapter advisor should be recorded
 - g. The time of adjournment should be noted.
3. Responsible for roll call at all meetings and tracking attendance for chapter meetings and all events both required and optional.
4. Responsible for maintaining full and complete records of the membership register (roll book), suspensions and expulsions, and the alumni address file.
 - a. Responsible for the design and distribution of the chapter-wide information, such as contact lists and weekly chapter activities list.
5. Responsible for collecting officer reports and adding them to the meeting agenda prior to Chapter.
6. Responsible for working with the President to create a meeting agenda for every Chapter meeting.
7. Responsible for providing updates on the time and place for all chapter functions and managing the chapter calendar.
8. Responsible for distributing meeting minutes to the active membership, chapter alumni, House Corp., and alumni advisors.
9. Serves on the Executive Committee.

