



DWC Recording Secretary

The Recording Secretary shall maintain a good & accurate record of the proceedings of all official meetings of the organization; i.e. Executive/Governing Board meetings as well as the monthly luncheon meetings. She shall make certain that copies of the Bylaws, Standing Rules, Roster of Officers and Club Members are available at all official meetings.

The Recording Secretary shall provide the minutes taken from the general luncheon meetings to the President for final proofing and approval. Once approved, the Recording Secretary shall submit to the Newsletter Chair for publication in the monthly newsletter.

The Recording Secretary shall provide the minutes taken from Executive/Governing Board meetings to the President for proofing, prior to the Board meetings. Then she will submit the minutes to the Executive Board, prior to the Board meetings as well. The minutes will be presented and reviewed by the Executive Board. They in turn, will make motions for any corrections and/or additions to the minutes, approve the minutes. She shall maintain copies of all minutes.

Note: Executive Board Members are encouraged to keep a copy of all meeting minutes, and to bring to all Board meetings, as well as Club Bylaws and Standing Rules.

Please note: it is recommended that all Governing Board Members record the minutes of such meetings held by their respective Committees. They should provide copies of such minutes to their respective Committee Members as well as to the Executive Board.

The Recording Secretary shall be advisor to the Chairs of Newsletter, and Publicity/Website/Facebook.