

## **RECORDING SECRETARY**

2009-2010

**FUNCTION:** To record and distribute the minutes for all Mountain Home Officers' Spouses' Club (MHOSC) meetings.

### **DUTIES OF THE OFFICE:**

- A. Records, reads, posts, and distributes the minutes of MHOSC Executive Board meetings, general membership meetings, and any special meetings called by the MHOSC president.
  - 1. The minutes of the meeting are to be written in narrative style in the format as prescribed in Air Force Manual 10-1 (Art. V, Sect 1, Exec Boards, Para 2).
    - a. Business minutes should be concise, but detailed enough to include plans and reports, as well as business enacted.
    - b. The name of persons involved in making and seconding a motion is recorded.
  - 2. Minutes should contain the following information:
    - a. Type of meeting (Executive, General Membership, Special)
    - b. Name of Club
    - c. Date, place, and time of the meeting
    - d. Members present (if Executive or Special)
    - e. Name of presiding officer and position
    - f. Reading and approval of previous minutes
    - g. For each board position, note anything of special importance from the committee reports read at previous board meeting.
    - h. In General Membership meeting minutes, list guests, newcomers and departing members. An announcement section should also be included.
    - i. In recording a vote, note if it is unanimous (i.e., motion unanimously carried/defeated) or if this/here are any abstentions (i.e., motion carried/defeated with one abstention).
  - 3. Copies of Minutes should be given to:
    - a. All Board Members
    - b. Services Squadron CC
    - c. Mission Support Group CC
    - d. MHOSC Bulletin Board located in Club
- B. Compiles all MHOSC Executive Board reports into one document and e-mails it to all board members before that month's Executive Board meeting.
- C. Delivers end of year financial statements to the Services Commander.
- D. Serves on the Constitution and Bylaw Review Committee.
- E. Assumes the duties of the Corresponding Secretary if he/she is unable to attend the meeting.
- F. Arranges for the Corresponding Secretary to take the minutes if unable to attend the meeting
  - 1. If the Corresponding Secretary is unable to attend the meeting as well, another member of the MHOSC Executive Board may be contacted to take the minutes.
  - 2. Whomever takes the minutes in the absence of the Recording Secretary is responsible for typing, signing and distributing the minutes.
- G. Conducts a telephone vote, if required, in the absence of the Parliamentarian.
- H. Is custodian of the MHOSC minutes, which shall be kept for a period of five years then discarded.
- I. Maintains a file notebook to be given to his/her successor in May which will include:
  - 1. Current MHOSC Constitution/Bylaws/Policies
  - 2. Recording Secretary job description
  - 3. Board reports
  - 4. Board meeting minutes
  - 5. 3 years of Reports

## **DUTIES OF ALL MHOSC BOARD MEMBERS**

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
  - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
  - a. One copy shall be maintained in their file notebook
  - b. One copy shall be given to the President
  - c. One copy shall be given to the Parliamentarian

*Current as of 08/09*