



### JOB DESCRIPTION

Title: Recording Secretary  
Member: Communication Council

Goal: Keep minutes and assist the President in management of the office

Duties:

- Record minutes of General and Board meetings
- Submit approved Board minutes to headquarters
- Provide content for Board brief in Perspectus
- Maintain a file of essential records, which shall be transferred to her successor
- Affix the seal of the Junior League of Buffalo to all documents when necessary
- Perform duties assigned by the Board such as preparing agendas, assemble board packets, etc. (President's "right hand man"), oversees sending out voting packets prior to meetings, when necessary
- Attend Communications Council meetings
- Collects, files, and keeps track of minutes from all meetings including monthly committee reports

Time Involvement:

- Monthly General meetings
- Monthly Board meetings
- Monthly council meeting (of her choice)
- Compile board briefs for Perspectus
- Update Whitebook as needed
- Approximately 1½ to 2 hours to clean up notes from meetings (Secretary must take notes by hand must submit final copy in electronic form)

Experience:

The Recording Secretary should possess good listening skills and the ability to take concise and accurate notes. The member should have more than two year's Active experience. The Recording Secretary has the opportunity for exposure to to the workings of the Board, the functions of the League, and the processing of projects. This is a voting position on the Board.