University of Minnesota Women’s Club

Job Description: Recording Secretary

PURPOSE: to provide announcements, meeting reminders and a record of meeting announcements, agendas, and minutes of all meetings to the Board of Directors and Section Leaders, as required by the bylaws.

PROCEDURE:

Send an announcement of meetings as listed in the Directory and reminder to send reports of the Board members and Section Leaders to President and Recording Secretary one week prior to the meeting.

Work with the President to send out to the Board of Directors and Section Leaders, the meeting announcement, and ask for their reports prior to the meeting.

Compile and send all reports along with the agenda, reports packet and minutes 5-7 days prior to the meeting to the Board of Directors and Section Leaders.

At each business meeting, announce that all attendees sign up with name and position, so that attendance can be confirmed. During the meeting, ask all participants making a motion to first give their name and then the motion so that the minutes can accurately reflect the action.

Take minutes of the Board of Directors meetings throughout the year. Send the draft minutes to the President for review within 1 week and then following her review, to the Board and Section Leaders prior to the next meeting.

End of Year: Remind current members to send a message to the Board of Directors and Section Chairpersons asking them to:

1. Send annual report to Historian, Recording Secretary and President.

2. Review the posted job descriptions and send any changes to the recording secretary to be posted on the website.

Lead any meeting of the Board of Directors in the absence of both the President and the President-Elect.

After the June board meeting, provide the Historian with minutes from all the board meetings, the year-end reports from Section Leaders, and updated job descriptions to be archived.

Remind the Section Chairpersons to submit a report electronically to the Recording Secretary prior to each Board meeting ONLY if there are changes for their section from what is printed in the Directory.

In preparation for the Annual Meeting in May, send report and agenda items. An eblast is sent to all members with the minutes of last year’s Annual Meeting, an agenda and encouragement to attend the meeting.

Here is a sample letter:

Dear UMWC Board Members and Section Chairpersons,

The ANNUAL business meeting will be held on (date and time and location). In preparation, please send reports and any agenda items for the May Business Meeting 1 week prior to the meeting. Your report should include any changes, business, or information that have occurred since the April board meeting. In view of the increased time constraints at this meeting, please keep your reports succinct. Section chairs should submit any changes for their section if different from what is printed in the Directory.

At the end of the year please submit your annual report electronically to the President, the Recording Secretary, and historian, to be placed in the UMWC archives. The annual report is a summary of the year’s activities for your Board position or of a section. Annual reports will not be included in our UMWC Board minutes.

Also, please send your agenda items prior to the May meeting. New business will include voting for officers for 2021-2022, and presentation and acceptance of the annual budget for the next year. Thank you,

Updated by Marilyn DeLong 6/2024