**RECORDING SECRETARY**

**Duties and Responsibilities**

* attend executive board meetings and chapter monthly meetings
* take notes of executive board meetings and regular monthly meetings and send completed minutes to Judy Kearns
* Judy Kearns prefers to receive minutes in a Word Document, or you can share through Google Drive.   (I used Google Docs)
* send completed minutes to **Judy Kearns** **as soon as possible after a meeting so she can edit for monthly newsletter**
* use this email for Judy Kearns:   **dkgcafinance1@gmail.com   (** different from email listed in our red chapter notebooks )
* **\*\* if you cannot attend a meeting: APPOINT A SUBSTITUTE TO TAKE MINUTES IN THE EVENT OF YOUR ABSENCE**
* help co-presidents and board with duties: any set up or clean up needed at meetings

Mistakes I made in minutes:

* try not to use pronouns - should be more business like
* minutes should be a factual summary, not detailed
* keep as "clinical" as possible - no adjectives like lovely, delicious, etc.
* Brevity is best
* **you should include last names unless** it is the name of a person making or seconding a motion; then write as follows:
* **Motion:** that Alpha Upsilon support ...    and then only put MSP.  MSP = moved, seconded, passed.