

## Newcomers Welcome Club of Lake Oswego

Position Description (Rev May 2023)

**Title: RECORDING SECRETARY**

**Elected Officer, Voting Board Member**

**Term: 2 years**

**Annual Budget: \$25  
(cards, postage, supplies)**

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### **PREREQUISITES:**

### **DUTIES:**

- **Attend monthly Board meetings, Meet & Greet Coffees and Luncheons.** Be prepared to give an update at Board meetings or email a report to the President prior to the meeting date. If you are unable to attend a Board meeting, alert the President as soon as possible and find a sub to take notes for you so you can issue the minutes promptly thereafter.
- **Take detailed minutes of Board meetings and other meetings** as requested by the President.
- **Write up minutes and email a draft to all Board members** shortly after the monthly meeting for their review/revisions/additions. After all revisions have been submitted, issue a final version to Board members a few days before the next monthly meeting to collect any last-minute changes prior to voting to approve the official minutes.
- **Handle Club correspondence as needed.** Other duties include purchasing and mailing "Sunshine" cards for Get Well, Sympathy, or New Baby occasions to Club members when appropriate.
- **When requested by the President, provide your signature as Secretary required on official documents** related to the Club's bank accounts.
- **Participate as a member of the Nominating Committee** and assist in recruiting new people to serve in open positions.
- **Complete a "Position Report" at the end of your term.** Make copies of updated form for the President Elect and (if applicable, your successor) for future reference.
- **Attend Joint Board Meeting (June),** review your duties with your successor, and pass on all club materials/files related to your position.