

Recording Secretary

General duties:

(From Bylaws Article VIII, Section 7)

- All officers shall:
 - present written reports at each meeting of the Executive Board;
 - maintain current job descriptions and Manual of Procedure to be passed along to their successors.
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(From Bylaws Article VIII, Section 8)

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

(From Bylaws Article XIII Section 4)

- The Recording Secretary shall take and distribute the Minutes of all business meetings of the Association and the Executive Board, and perform other duties as are implied by this title and specified in the Manual of Procedure.

Specific duties are:

- Keep accurate written record of the proceedings of all FSMTA Executive Board meetings, all FSMT Foundation meetings and all General Sessions at the State Conference.
- Place a copy of these minutes in a durable file folder as a permanent document of FSMTA.
- Keep a current mailing list of all Executive Board members and committee chairs.
- Keep an accurate record of attendance at Executive Board meetings. Roll call is taken by signature.
 - Prepare in advance a roll call sheet to be signed at the beginning of each meeting session (see sample copy in the “Forms” section of the Manual on page Q1).
- Gather equipment for minute taking:
 - Paper
 - Self-sharpening pencils or pens
 - Small **digital** recorder with enough hours of tape to last for duration of meeting.
- Request that motions be written out and given to you by the person making the motion during the meeting.
- **E-mail** copies of the minutes to the Executive Board members within 30 days following the meetings (this may be done by mailing one copy to the President, one copy to the Corresponding Secretary ~~and request that they duplicate and send out to Board members~~).
- Email a copy of all minutes to the Webmaster to be posted on the FSMTA website.

- FSMTA stationery can be picked up at meeting from Corresponding Secretary.
- Request Reimbursement Forms from FSMTA Treasurer.

A suggested time-table for duties follows:

November ~~June~~ – odd year

- Plan to attend State Conference.
- At last Executive Board meeting receive files and Manual of Procedure from outgoing Recording Secretary.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer (may be reimbursed for postage, printing, phone calls).
 - This can be done at this and each Board meeting attended.
- ~~Request from FSMTA Treasurer a copy of the current FSMTF Florida Consumer's Certificate of Exemption from state sales tax.~~
- Out-going Recording Secretary will e-mail minutes from the State Conference Executive Board meetings, Foundation Meeting, and General Sessions to Executive Board members and Webmaster

January, ~~May~~ ~~June~~, October

- Prepare a written report for Executive Board meeting and file electronically with Corresponding Secretary by the issued deadline.
- In ~~October~~ ~~June~~ of outgoing year, contact incoming Recording Secretary and ask them to join you for the Executive Board meetings at the State Conference and assist you with ~~the tape recordings~~ recording the meetings.

February, ~~January~~, ~~June~~

- Attend State Executive Board meeting.
 - Arrive at meeting site about 30 minutes before meeting is scheduled to begin. Set up equipment and gather and organize reports that may be distributed at that time.
 - ~~Request that someone sitting nearby you assist with changing tapes and labeling them during the session.~~
 - Circulate a roll call signature sheet at the beginning of each meeting session.
 - Request any changes in addresses from Board members be given to you in writing.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

March, February, July, December November

- E-mail minutes to Executive Board members and Webmaster. This can be done by e-mailing them to the Corresponding Secretary who then will email the minutes to the Board members. December mailing should include minutes from all Executive Board meetings, FSMT Foundation meeting and Conference General Sessions including the Resolutions report given at last session.
- Keep copy of minutes permanently for FSMTA.
- Attend (if possible) MTNA National Conference.

November June

- Plan to attend State Conference and State Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Arrive early to each General Session to set up equipment.
- Following each General Session prepare minutes to be read at next General Session.

November June – odd year (outgoing)

- At last Executive Board meeting give files and Manual of Procedure to incoming Recording Secretary.
- E-mail minutes to Executive Board members and Webmaster. This can be done by e-mailing them to the Corresponding Secretary who then will email the minutes to the Board members.

December July – odd year (outgoing)

- E-mail minutes from the State Conference Executive Board meetings, Foundation Meeting and General Sessions to Executive Board members and Webmaster. This can be done by e-mailing them to the Corresponding Secretary who then will email the minutes to the Board members.

(Changes to document in red were made by Suzanne Jarvis, 10/31/08.)