

RECORDING SECRETARY DUTIES AND RESPONSIBILITIES

1. Record minutes of all meetings of the Board of Directors and of the Chapter, and maintain the original in the designated Secretary's notebook. Turn over the notebook to the incoming secretary.
2. In the event of absence, arrange for a substitute to record minutes. The substitute secretary should send the minutes to the secretary for formal transfer.
3. All minutes are approved by the President for review and corrections before the recording secretary releases them for member viewing.
4. Distribute minutes of the Board meetings to all Board members. This is done via e mail.
5. Send the president approved Business/Chapter meeting minutes and the agenda for the next month to the goapic webmaster via e mail. Try to get them out two (2) weeks before each meeting. These will be uploaded on the goapic web page at www.goapic.org. for all members to access prior to the meeting.
6. Receive and maintain all committee reports.
7. Initiate correspondence as directed by the President.
8. Give Historian materials appropriate for APIC chapter archives. (It is suggested that the minutes from the current year and the past 1-2 years are kept by the secretary in the Secretary's notebook and older years can be archived.)
9. Serve as a member of the Board of Directors.
10. Coordinate meeting agenda with Program Chairman and President before releasing to other members.
11. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available. If it is anticipated that you will spend more money than is budgeted for Postage, Copying or other items, notify the President and Treasurer immediately.