

Recording Secretary Position Description

General Duties

- Actively promote and represent PARID by attending local functions, including public forums relating to interpreting issues and the deaf community.
- Serve as the board liaison to at least one PARID committee.
- Be actively involved in a local district.
- Submit the motions from the approved meeting minutes to the newsletter editor for publication in the newsletter.
- Participate in the PARID Board Yahoo group.
- Respond to all mail, email, and telephone correspondence in a timely manner.
- The Recording Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Board Meeting and General Meeting Duties

- Attend all PARID board and general membership meetings or send a representative to take minutes who will not have voting privileges.
- Remind board members to submit their reports electronically to the Yahoo group prior to the submission deadline.
- Invite the board liaisons to attend board and general meetings and collect their reports.
- Take minutes during the board meeting. The minutes should be compiled using the template supplied and contain the following: attendance; reports from: president, vice president, recording secretary, corresponding secretary, committees, and board liaisons; motions made; unfinished and new business; upcoming meeting dates and locations; and announcements.
- Send minutes to the president within two weeks of the conclusion of the meeting. Upon receiving approval from the president, post the draft minutes to the Yahoo group and send an announcement to all board members alerting them of this posting upon receiving the president's approval of the draft.
- Compile and disseminate to the interpreters the draft minutes with all reports included using the template supplied prior to the board/general meeting.
- Supply motion forms to board members for each meeting.

Recording Secretary Duties

- Maintain a file of all approved meeting minutes.
- Maintain an up-to-date list of contact information for board members and liaisons. This list is to be published on the Yahoo group site.
- Provide the PARID webmaster with updated contact information for all board members.
- Update and maintain the motions database on the Yahoo group site.

DOCUMENT HISTORY

Established 10/2006
Revised 05/2009