



# **Gulf States Quilting Association**

## **olicies and Procedures**

### **Recording Secretary**

#### **Policy Statement**

The Recording Secretary shall record the minutes of all board and general meetings; send copies of these minutes to all board members within two weeks of these meetings; keep a permanent file of all material, supplies and reports pertinent to the office to be transferred to successor.

#### **Procedures/Standards and Roles & Responsibilities:**

1. Take minutes at all board, general and special meetings.
2. Take attendance of board members at all meetings.
3. Collect sign-in sheets for general meetings from the Membership Director after she/he has recorded the information for the annual attendance prize.
4. Transcribe minutes into final format.
5. Forward copies of minutes to all board members within two weeks of these meetings either by e-mail or postal mail
6. Maintain official minutes with all related documents included.
7. Maintain a printed copy of all documentation related to electronic votes taken as documented in the Electronic Voting Policy and Procedure. Read the motion and the results of the vote into the minutes at the next scheduled Board meeting.

#### **Policy History**

Original Date: June 2009

Reviewed: January 11, 2015

Revised: May 22, 2015

Approved Sept. 2015