



Minnesota Peony Society

Recording Secretary Duties and Roles

Recording Secretary is responsible for taking meeting minutes and keeping official records of meeting content. The information recorded is important for the society's direction as the Recording Secretary supplies a reference for which the Board of Directors and Officers may work from.

The Recording Secretary is an officer and elected board member, 2-year term (may be elected again after the end of a term).

Any member of MPS may be nominated for Recording Secretary and they need not be a Director.

The Recording Secretary may be removed from office by the BOD with 2/3 majority vote for failure to act in the best interests of MPS.

Duties

1) Record Board of Director meeting minutes in an official format as follows:

- a. Call to Order/Roll Call
- b. Reading of Prior Minutes and Approval
- c. President's Report
- d. Officer's Report
- e. Treasurer's Report
- f. Committee and Program Reports (should be written by chairs)
- g. Unfinished Business
- h. New Business
- i. Motions
- j. Elections (if applicable)
- k. Adjournment

Most of the reports generated should be sent out at least 3 days before the board meeting so they can be reviewed by the board prior to the meeting. It should not be necessary to read all the reports at the BOD meeting but the President should ask if there are any questions about each report when presented.

2) Distribute meeting minutes via email to Board of Directors and Officers within **3 days of meeting for review.**

- a. Meeting minutes may be amended for another 3 days through email correspondence.
- b. Meeting minutes become official after 6 days.

3) Send final copy to Website Chair so they can be stored in the Admin Storage of the MPS website.

4) Work with the MPS President to produce a year end "Annual Minutes and Proceedings" summary document. This document summarizes all meeting minutes of the BOD for the preceding year. The document will include motions and other important information that has transpired for the calendar year.