

# GPCA Recording Secretary

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## **Objective**

The recording secretary is the recording officer of the GPCA and the custodian of its records except those that are specifically assigned to others.

The role of secretary requires important responsibilities before each meeting, during the meeting, preparing for the meeting, preparing minutes of the meeting, and outside the meeting.

## **Tasks Required in GPCA by-laws**

### **Records of the Club**

- The Secretary shall make and preserve the records for all meetings of the club and of the Board and of all votes taken by mail and email and of all matters of which a record shall be ordered by the GPCA.
- The secretary shall record minutes of board meetings and the annual club meeting or any special meetings.
- The secretary shall assist in the preparation of such records as are necessary for the conduct of the club's business.
- The minutes of the Club's meetings shall be published in the Pinscher Press following the meeting. The President must sign all published minutes.
- Records of all motions and votes must be kept by the Secretary.
- Board members not voting within seven (7) days of the deadline will be contacted by email, telephone, or FAX.
- The secretary will prepare a secretary's report for the annual meeting and the annual board meeting.

### **Online Boardroom**

- Responsible for getting board members into the boardroom
- Add question to the polls so the board members can vote.
- Close the poll question once every board members has voted or 7 days have passed.
- Places the questions in a document in the boardroom.
- Will notify the create minutes of the business completed via votes for the Pinscher Press.
- A Discussion item will be posted in the forum for discussion by any member. Once a member calls for a vote or there is a second, the secretary can post the question in the POLLS for the vote.
- Discussions do not go in the minutes.
- The secretary will remind the board members to vote before 7 days.
- After 7 days, the secretary will close the poll question after ensuring the vote is complete.
- The secretary can delete a POLL question after the minutes have been published.
- The minutes will contain the complete question as stated in the POLL and the results of the vote.

- The secretary or president can designate a helper to post or close POLL questions in the secretary's absence, usually the corresponding secretary.

**Tasks Required by Robert's Rules of Order.<sup>1</sup>**

**Prepare Order of Business for Presiding Officer**

- Before the meeting, based on the minutes from the last meeting or board business, the secretary should prepare a memorandum for the president that lists each item that is scheduled to come up, in proper order. (See order of business in the GPCA by-laws).

**Duties at a Meeting**

- Read Minutes, Correspondence, and Resolutions to Meeting.
- Prepare and present the corresponding secretaries report.
- Throughout the meeting, the secretary may be called upon to read to the group the text of motions.
- Record the exact wording of motions, especially main motions and amendments. You may request that a motion be put in writing by the mover to ensure accuracy.
- Assist in vote counting as requested by the President.
- Prepare the Minutes. Record what was done, not what was said. Record the text of main motions as they stood when finally voted on.
- Prepare minutes (draft) in the form designated by Robert's Rules of Order.
  - First Paragraph - Kind of meeting, name of organization, date, presence of president and secretary or name of their substitutes, and whether the minutes of previous meeting were approved or corrected. The corrections should be made in the minutes being corrected, not detailed in the current draft.
  - Body of Minutes - A separate paragraph for each subject matter. It should never include the secretary's opinion or anything said or done. The name and subject of program (if any) may be given, but no summary will be included in the minutes.
  - Reports - the reports of the president, secretary, treasurer and committees will be noted but not the contents of the reports. If a report contains a motion, that should be noted and taken up under new business.
  - Main Motions Only - All main motions which are moved during the course of a meeting (unless withdrawn) will be recorded. The text should contain the exact text of the motion, the name of the mover and whether adopted or defeated.
    - The minutes should note whether the motion was adopted or lost "after debate", and amendment."
  - Votes - Usually record that a motion was adopted or lost.
    - If a count or ballot vote was ordered, record the number of votes on each side.
    - For a roll call vote, record the name of those voting.
  - Last Paragraph - Should give the time of adjournment and state only "the meeting adjourned at 7:18 p.m or such.
  - Signature - the Minutes should be signed by the Secretary.
  - Published Minutes – The minutes must be signed by the Secretary and the President before being published.

### **Correction and Approval of Minutes**

- The minutes produced in the meeting are considered a draft until approved by the organization, usually at another meeting of the group.
- The minutes/draft must be available to the membership on request.

### **Duties Outside Meeting**

- Keep official records of the group - by-laws, special rules of order and standing rules, minutes, membership roll, committee reports

## **GPCA Order of Business**

### **Meeting of the GPCA club**

Roll Call  
Minutes of last meeting  
Report of President  
Report of Corresponding Secretary  
Report of Recording Secretary  
Report of Treasurer  
Reports of Committees  
Unfinished business  
Election of new members  
New business  
Adjournment

### **Meeting of the GPCA Board**

Reading of minutes of last meeting  
Report of the Corresponding Secretary  
Report of the Recording Secretary  
Report of Treasurer  
Reports of Committees  
Unfinished business  
Election of new members  
New business  
Adjournment

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<sup>i i</sup> See *Robert's Rules of Order Newly Revised IN BRIEF* by Henry Robert, William Evans, Daniel Honemann, Thomas balch and See 21<sup>st</sup> Century Robert's Rules of Order by Laurie Rozakis