

CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	Recording Secretary
PURPOSE:	The Recording Secretary is responsible for the records of the chapter.
TYPICAL DUTIES:	Takes minutes for Executive Committee; distributes minutes for approval. Maintains inventory of Chapter equipment. May supervise or perform record-keeping for other Chapter committees.
TIME COMMITMENT:	Executive Committee meetings (attendance and minutes) – Three hours per month. Other time commitments depend on direct involvement in committees or programs (optional).
TRAINING:	Basic Steward Training
REPORTING RELATIONSHIPS:	Reports to the President. Reports to the Chapter Executive Committee.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The Recording Secretary is primarily an administrative position focusing on records. Other officers and chairs provide copies of meeting minutes to the Recording Secretary.
ELECTED/APPOINTED BY:	The Recording Secretary is elected by chapter members to a three-year term.