

SECTION IV. RECORDING SECRETARY

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall be the recording officer for all meetings of the Executive Board, Governing Board, Budget Committee, Constitution Review Committee, and General Membership whenever business is conducted;
5. Shall be the custodian of the club's records, except the Treasurer's books and maintain said records for a period of five (5) years;
6. Shall ensure that all recorded minutes/records of the Governing Board are emailed to each member of the Board for approval within one week from the meeting. Said minutes shall be forwarded to the Director of Community Activities (DCA) Fort Drum, New York, on a monthly basis for review and approval, and then placed on file;
7. Shall assume the duties of the Corresponding Secretary, if absent;
8. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
9. Supervises maintenance of office equipment and orders office supplies;
10. Shall not go into a binding contract for the North Country Spouses Club;
11. Shall maintain a position profile within VMIS and record monthly volunteer hours;
12. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job materials shall be given to the successor at the joint Governing Board Meeting in May.
13. Must be familiar with website maintenance and fluent in appropriate computer programs necessary for job performance;
14. Shall be an administrator with the Corresponding Secretary and Publicity chair for all Social Media (i.e.: Facebook, Website, and e mails