

Recording Secretary

The Recording Secretary of the Board. The Recording Secretary ensures the safety and accuracy of Board records, takes meeting minutes and assumes the responsibility of the President in the absence of the President and Vice President.

- Attends all Association and Board meetings
- Notates and/or transcribes all meetings into official minutes for the review of the Association and Board.
- Is third (3rd) in line if the President and Vice President are not available to fulfill their duties.
- Sits on Gala and Holiday Basket Committees