

RECORDING SECRETARY

The recording secretary shall sit next to the president and take minutes at both the general and the board meetings of The Friendly Garden Club.

PROCEDURES:

1. The secretary shall email the finished minutes for review by all members at least 7-10 days before the next meeting. A few hard copies will be available at the meeting.
2. The recording secretary will keep chronological hard copies of all minutes and treasurer's reports in notebooks designated for the general and board meetings.
3. Copies of all approved motions shall be kept in the front of the current secretary's book.