

Wenatchee Area Genealogical Society  
Job Description

## **Recording Secretary**

*Reviewed April 2023*

*From WAGS By-laws:*

“The Recording Secretary shall perform the duties usually associated with the office. He/she shall keep an accurate record of the transactions of all meetings of the Society and the Board of Directors.”

1. Take minutes at the board meetings, general meetings and special meetings. Include a) what was brought forward and why; b) who made motions, seconded, and whether they were passed. Unfinished business is important, plus other information that might be used for future reference.
2. At the membership meetings, make an attendance list to be filed with the minutes. (This will be used by the Nominating Committee to identify the more active members.)
3. It is good practice to finalize the minutes as soon after the meeting as you can, so that your notes don't get cold. It has become standard practice to email your first draft of the minutes to the board for their approval or suggestions. It is possible to record the meetings, if that would help in preparing the minutes.
4. Email the finalized minutes to the board members on the Monday before the Wednesday board meeting.

***WAGS connects, collects and protects family histories.***