Recording Secretary

# The Recording Secretary shall:

* + 1. Tape record and take written notes of each Executive Committee and General Meeting for the official minutes and shall receive and make corrections as appropriate.
    2. Submit the minutes to the Executive Committee and then to the general body for review and approval.
    3. Forward the minutes to the Corresponding Secretary for distribution to the Executive Committee and the general body prior to each meeting respectively.
    4. Maintain records of attendance at the Executive Committee and General Meetings.
    5. Keep records of all committee reports and Treasurer financial reports.
    6. Keep an up-to-date roster of all officers, committees and their chair-persons, and dues paying members.
    7. In the absence of the Corresponding Secretary, perform those duties and perform other duties as assigned.
    8. Serve as a voting member of the Executive Committee.