

ArtReach St. Croix Board of Directors (Board) Recording Secretary

General Responsibilities

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.

The Recording secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the recording secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, fulfills any other requirements of a Executive Director and/or Board President, and performs other duties as the need arises and/or as defined in the bylaws.

Term: One year term is required, this includes a three month trial period, with a limit of two consecutive terms

Accountability

Board President and/or Vice–President are responsible for the appointment of the Recording Secretary.

The Recording Secretary:

- is accountable to the Board
- will complete minutes and email to the Board President within two weeks of the next Board meeting
- will send the minutes to the Board President for review and distribution
- Is a non voting member of the Board, therefore limits vocal participation to focus on accurate documentation of information discussed
- understands that Board discussions, decisions, data and drawings embodied in ArtReach St Croix Board meetings, committees etc are strictly confidential and are supplied confidentially and will not disclosed to third parties without the prior written consent of the Board President

Specific Duties

Minutes: The recording secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition. (see note 1)

Note 1

Minutes should have enough information to help absent board members understand what issues were discussed and what decisions were made. These circumstances: are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.