



## Position: Recording Secretary

### Reports to: BOD Chairperson

The VHF Recording Secretary (RC):

- 1 Takes minutes for
  - 1.1 VHF Board Meetings
    - 1.1.1 2<sup>nd</sup> Monday of the first month of each quarter
    - 1.1.2 3PM to 4:30 PM
    - 1.1.3 No set venue (mostly likely Colony Cottage Rec Center after VHF Club Meeting)
  - 1.2 VHF Management Team meetings
    - 1.2.1 3<sup>rd</sup> Thursday of each month
    - 1.2.2 4PM to 5:30 PM
    - 1.2.3 United Health Center (large conf room), LSL
- 2 Circulates drafts for preliminary review
  - 2.1 Draft minutes should be circulated via email to the attendees no later than one week after the meeting
  - 2.2 Attendees will respond with any changes within one week
- 3 Makes corrections from preliminary review
- 4 Distributes copies of the minutes no later than 72 hours before the next meeting
- 5 Maintains the official “minute books” for VHF Board and VHF Mgmt Team
- 6 Maintains Action Item List for each group
- 7 Ensures that the minute books are appropriately backed up
- 8 Will take on the “project” to compare minutes to written policies to ensure that they agree.

### Skills, Requirements and Level of Effort

Ability to accurately record discussion and decisions

Reasonable understanding of how meetings are conducted

Good Word and Excel skills