



Director Job Description: Recording Secretary

Term: Five (5) Years

Time Commitment: approximately 3 hours per month

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

Records and distributes of the minutes of Board of Directors meetings, keeps all minutes, and tracks attendance and voting records.

Position Specific Duties and Responsibilities:

1. Accurately records and distributes the minutes of Board of Directors meetings in a the format and level of detail that the Board has determined including attendance; reports from: president, vice president, recording secretary, corresponding secretary, committees, Third Age Network (TAN) liaison, motions made; unfinished and new business; upcoming meeting dates and locations; and announcements.
2. Sends minutes to the President within two (2) weeks of the conclusion of the meeting
3. Upon receiving approval from the president, sends the minutes to all board members and upon approval of the board, sends to the Webmaster for posting on the LU website
4. Prepares the Agenda for the Annual General Meeting (AGM)
5. Reminds Board members to submit their AGM reports in a timely manner
6. Accurately records the minutes of the Annual General Meeting
7. Maintains a revolving seven (7) year paper and digital record of the approved Board and Annual General Meeting minutes
8. Ensures that Board and Annual General Meeting minutes are posted on the LU website

Competencies and Qualifications:

1. Thorough knowledge of English grammar and punctuation
2. Strong listening and organization skills
3. Familiarity with Roberts Rules of Order
4. Excellent analytical and problem solving skills
5. Excellent interpersonal, team building and facilitation skills
6. Computer competency in Word and e-mail