

OCSJ Roles and Responsibilities

Position: Recording Secretary

Reports to: President

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1. Take roll call at the beginning of each board meeting.
2. Record the minutes of all board meetings, whether via Zoom or in person. Membership Secretary and all Activity Chairs will email you their reports for you to include in the minutes.
3. Distribute to OCSJ board within a week of the meeting as a draft and ask for feedback within 3 days.
4. Receive feedback from the board, make any necessary corrections, and redistribute within the next week (2 weeks after the board meeting).
5. Use OCSJ letterhead to record minutes. Number the pages. Put the official stamp at the bottom of the last page (stamped with raised lettering). Sign the minutes, along with the President or presiding officer if President is unavailable.
6. Store the roll call and a hard copy of past board minutes in a notebook.
7. Submit the number of meetings board members attended to the Vice-President, Membership Secretary, and President in order for them to qualify for the Leaders' Banquet. Board members must attend 7 board meetings per year to qualify.