



## APS Recording Secretary Duties and Roles

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The Recording Secretary is responsible for taking meeting minutes and keeping official records of meeting content. The information recorded is important for the society's direction as the Recording Secretary supplies a reference for which the Board of Directors and Officers may work from.

- 2 year terms (may be elected again after the end of a term for 1 more term).
- Any member of APS may be nominated for Recording Secretary and they need not be a Director.
- The Recording Secretary is elected by the APS Board of Directors prior the General Annual Membership Meeting.
- The Recording Secretary may be removed from office by the BOD for failure to act in the best interests of APS.

### Duties

- 1) Record Board of Director meeting minutes in an official format as follows:
  - a. *Call to Order/Roll Call*
  - b. *Reading of Prior Minutes and Approval*
  - c. *Officer's Reports*
    - i. *President's Report*
    - ii. *Treasurer's Report*
    - iii. *Corresponding Secretary's Report*
  - d. *Committee and Program Reports (most reports are now written and should be made available by Chairs of the committee or program prior to the meeting, they need not be read at BOD meetings (referenced)).*
  - e. *Correspondence*
  - f. *Unfinished Business*
  - g. *New Business*
  - h. *Motions*
  - i. *Elections (if applicable)*
  - j. *Adjournment*
- 2) Distribute meeting minutes via email to Board of Directors and Officers within **3 days** of meeting for review.
  - a. Meeting minutes may be amended for another 3 days through email correspondence from Directors.
  - b. Meeting minutes become official after 6 days.
- 3) Upload a copy of all finalized minutes in the Admin Storage of the APS website
- 4) Send copies to the Website Manager to post for membership to view when complete.
- 5) Work with the APS President to produce a year end "General Annual Membership Meeting Minutes and Proceedings" summary document. This document summarizes all meeting minutes of the BOD for the preceding year (All minutes after the ratification minutes). The document will include motions and other important information that has transpired since the last General Annual Membership Meeting.
- 6) Record and produce yearly "Ratification Minutes", after each General Annual Membership Meeting. Upload minutes to Admin Storage on APS website.

7) Ratification Minutes language is as follows:

*In accordance with the bylaws, the Board of Directors of the American Peony Society reconvened immediately following the Annual General Membership Meeting on \_\_\_\_\_ (date).*

*In attendance: \_\_\_\_\_ (Director Names)*

*President \_\_\_\_\_ (presiding president) called the meeting to order. A motion was made by the Board of Directors to ratify the proceedings from the \_\_\_\_\_ (date) meeting. Motion was carried and passed by the Board of Directors. Being no further business, the meeting was adjourned.*

8) Read prior meeting minutes at each BOD meeting.