

RECORDING SECRETARY OFFICER RESPONSIBILITY SHEET

- _____ Devise an agenda/announcement sheet for each chapter meeting
- _____ Record the minutes of chapter meetings
- _____ Read previous meeting's minutes for approval at all chapter meetings
- _____ Take attendance at chapter meetings
- _____ Assist in developing and circulating a chapter news bulletin
- _____ Serve as a member of the Communications committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Communication) regularly.