

## JOB DESCRIPTION RECORDING SECRETARY

Objective: Responsible for Internal Association communications and historical perspectives of SVJFAC.

### Responsibilities:

- In the absence of the President and Vice President, lead all Board of Director and General Meetings.
- Document the proceedings of all official Association Board and General Meetings.
- Ensure timely and accurate production and distribution of minutes to the Board Members prior to upcoming meetings and makes them generally available to Association members for review.
- Responsible for updating Association Bylaws to incorporate any changes, additions, or deletions as needed and ensures by-laws are generally available to the membership.
- Maintain accurate and updated attendance records for all meetings.
- Work with Coordinators and Treasurer to ensure payment of all fees are paid prior to participation in programs.
- Support the registration and equipment/uniform handout events for all programs.
- Generate and maintain, with the support of program coordinators, an accurate and updated database of all members.
- Support the Auxiliary position with annual fundraiser activities.
- Attend all Board and General Association Meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Support special fundraising campaigns.
- Serve as Association Historian for all records, documents, photographs, trophies and other materials of significance.
- Institute, document, monitor, and emphasize best practices throughout the Association in conjunction with the Vice-President.

Skills Required: Communication, Interpersonal, Delegation, Organizational, Computer.